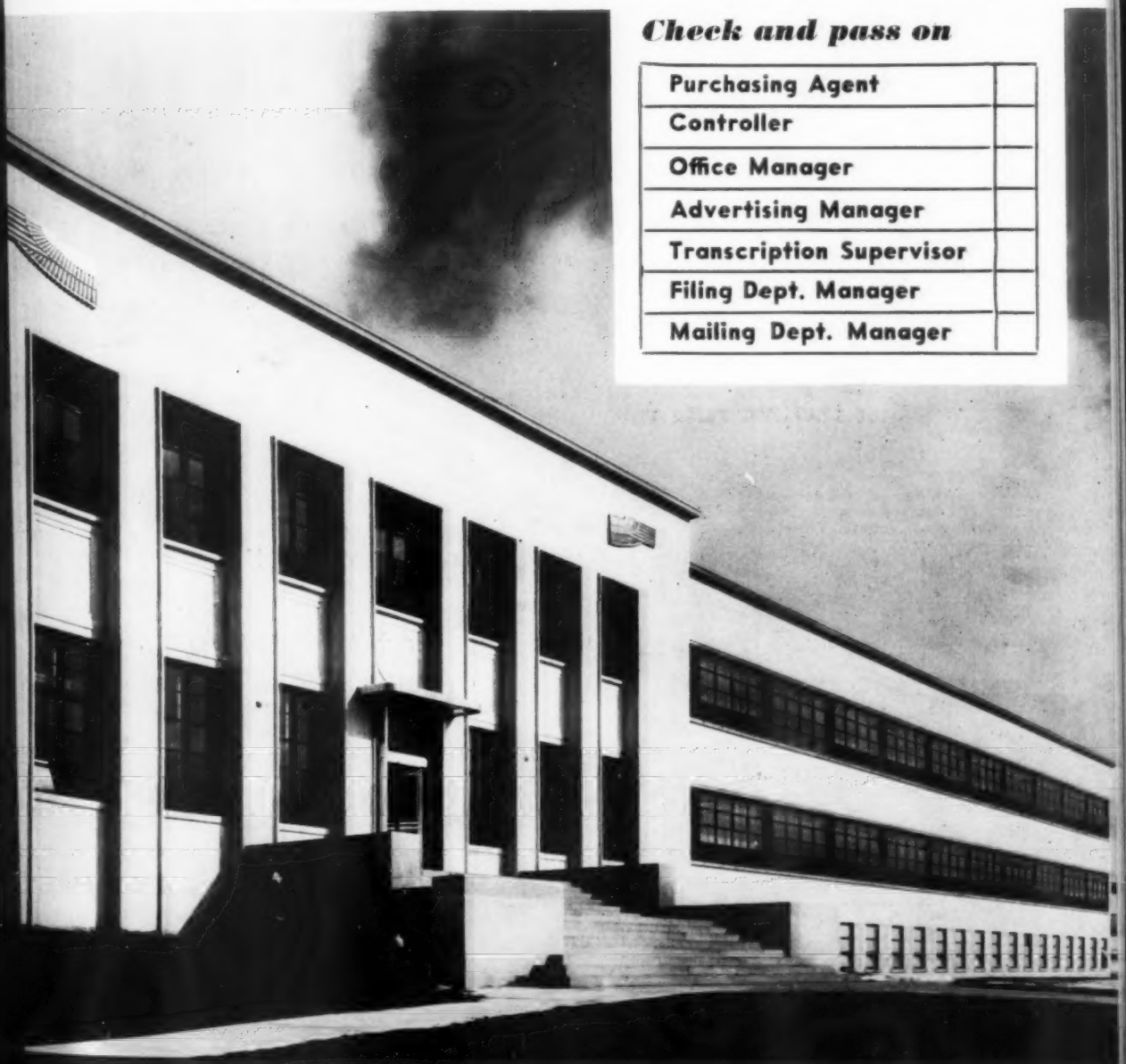
OFFICE EQUIPMENT *Digest*

Edited for **Purchasing Agents, Controllers and Office Managers**

Check and pass on

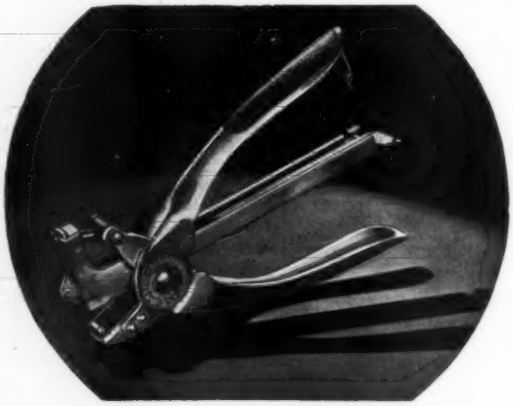
Purchasing Agent	
Controller	
Office Manager	
Advertising Manager	
Transcription Supervisor	
Filing Dept. Manager	
Mailing Dept. Manager	



See TOMORROW'S OFFICE today at Curtiss-Wright Corp., Buffalo, N. Y.

MODEL J-30 STAPLING PLIER $3.85

Model J-30 is light in weight, yet rugged. Requires but little space and can be put into desk drawer or pocket when not in use. Indispensable for vertical filing or for attaching material to a permanent card. Uses DJ340 NEVA-CLOG Staples.



MODEL B-100 STAPLING PLIER $5.25

For heavy duty and for fastening of tough materials, this machine uses a broad flat staple. Fastens such materials as fibre, softwood baskets, veneer wood, leather and belting. Used for sealing heavy paper or cloth bags, packages of corrugated board, and similar difficult operations. Powerful leverage, durable, fool-proof. Staples used: NEVA-CLOG B-3/8.

MODEL S-100 STAPLING PLIER $4.75

A rugged, powerful Stapling Machine with 4 to 1 leverage. Particularly designed for production work and hard usage but can be used for any stapling operation within its capacity. Clog-proof so that it will give constant production. Use NEVA-CLOG A-1000 or L-1000 Staples.

OUR EXPORT BUSINESS

has been fine for the last three years. Our latest foreign shipment was consigned to the Pacific as part of the B-29 Super-Fortress.

The latest reports indicate that the Japasneakers don't like any part of the B-29, so they probably don't like us.

This is one of the reasons why we haven't been able to take care of the normal needs of the Stationers, but we know you will like us better for having contributed our bit to the successful prosecution of the War by utilizing our facilities and knowledge of how

"TO FASTEN THINGS TOGETHER"

with

Neva-Clog Stapling Pliers

The Machine of a Thousand Uses

★

We can now make immediate delivery on some sizes of Neva-Clog Staples for reasonable stock.

Priority orders shipped first—First in, First served.

Send inquiry to

NEVA-CLOG PRODUCTS, INC.
BRIDGEPORT, CONN.

EXPRESSION AS ENDURING AS A STRADIVARIUS

—A CLASSIC CONTRIBUTION TO BUSINESS WRITING

The eternally beautiful expression and tone fidelity of the Stradivari Violin is an everlasting contribution to the classics.

True to the creed of quality and beauty, Columbia offers a classic contribution to the world of business—Classic Ribbons for Electric Typewriters.

Classic's combination of sheer yet sturdy fabric and minutely-controlled ink film is expressed in terms of writing beauty and endurance. This combination is particularly adapted to the rigorous requirements of electrically-operated typewriters. And, since fine things endure, Classic Ribbons are economical.

Service in war industries has proved again and again the value of electric typewriters and Classic Ribbons. Eventually you will use both. But if you're using electric typewriters now, ask your dealer or the Columbia sales office nearest you for test-details and prices in Classic—the ribbon that makes electric typewriting better and more economical.

COLUMBIA RIBBON & CARBON MANUFACTURING CO., Inc.
Main Office & Factory: Glen Cove, L. I., N. Y.

NEW YORK • KANSAS CITY, MO. • CHICAGO • DETROIT • MILWAUKEE
MINNEAPOLIS • NASHVILLE • PHILADELPHIA • PITTSBURGH • CINCINNATI,
(Harris-Moers Co.) • PORTLAND, ORE.

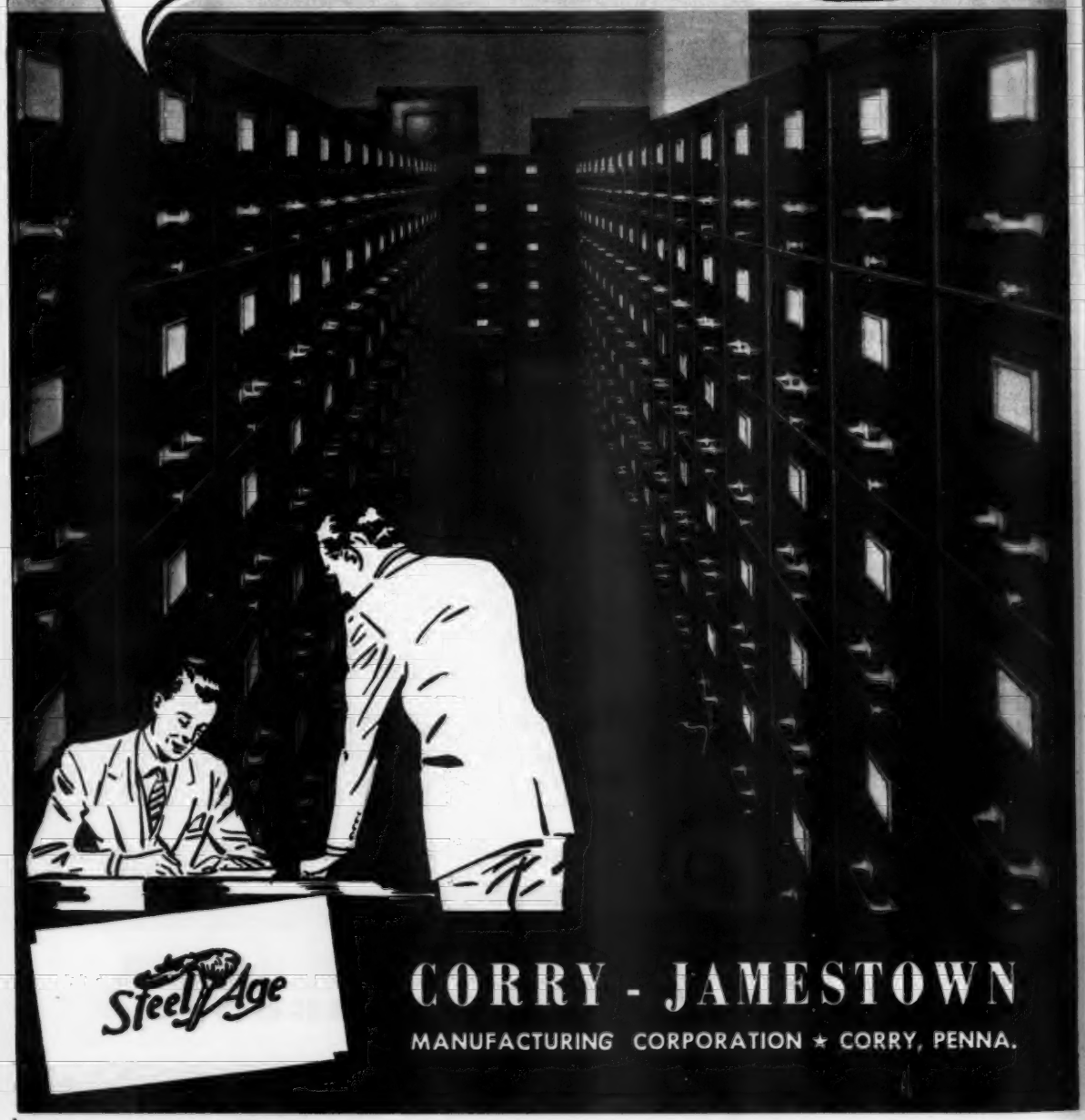
Also: London, England; Sydney, Australia

Classic **TYPEWRITER RIBBONS**

For Electric Typewriters

SALESMEN *at Work...*

These are Steel-Age Vertical Files purchased from a Corry-Jamestown dealer. Today the owner probably cannot buy any more. Yet, when peace releases the facilities for their production, he will be back for more. Why? Because the beauty, efficiency and trouble-free operation of those he was fortunate enough to have are selling him over and over every day on Steel-Age advantages. When the new line is announced he and you will find it far superior to anything Corry-Jamestown has produced in the past. As you keep up with progress in office furniture, we would suggest keeping in touch with your Corry-Jamestown dealer.



CORRY - JAMESTOWN

MANUFACTURING CORPORATION ★ CORRY, PENNA.

"Impressive Impressions"

You will find that it pays to Standardize on Red Feather Stencils and Duplicator Supplies.

Send for Dealer Discounts and Descriptive Catalog.

STENCILS • DUPLICATOR INKS • DUPLICATOR SUPPLIES • CORRECTION FLUID • TYPE CLEANER • HECTO FLUID • CARBON PAPER • TYPEWRITER RIBBONS

RED FEATHER PRODUCTS LTD.

Redwood City · California

★

FAULTLESS

S-O

• SLIDE-OPENING •

RING BINDERS

GIVE YOU 20% MORE CAPACITY

WITHOUT ENLARGING BINDER

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STATIONERS LOOSE LEAF CO.

MILWAUKEE 1, 524 N. Broadway
NEW YORK 3, 114-116 E. 13th St.

Send For These Free Idea Samples

HANDIFAX Visible Record Cards

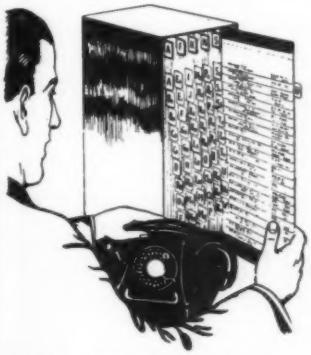
Buy and Use Cards Only
No New Equipment Required

Sales Control • Merchandise Control • Credit Control and many other special uses

Check Forms You Want Us To Send You

—Blank Cards	—Cost Records	—Personnel
—Unit Paper	—Credit	—Quotation
—Daily	—Customer List	—Ruled Plain
—Weekly	—Deferred Payments	—Sales
—Semi-Monthly	—Employees	—Salesmen's
—Quarterly	—Instant Reference	—Shipping
—Address List	—Inventory	—Source
—Advertising	—Ledger	—Statistical
—Billing	—Mailing Lists	—Stock
—Checking	—Order Record	—Telephone
—Codeing	—Payroll and Tax	—Vendor's
—Collection		—Want List

We create special forms to meet your exact needs.



Handifax Instant Reference File puts facts at your finger tips.
Pull open—LOOK—push closed.

Lower First Cost
Cuts Clerical Cost
Saves Executive Time

An executive can look at the face of ten compact, portable panels and get a quick survey of 200 different situations.

PORTABLE PANELS

Panels can be carried to desks, to meetings, to other offices.

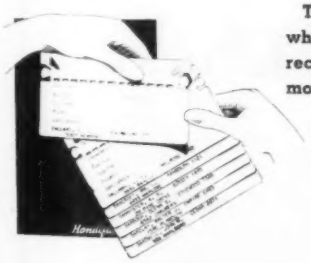
Easy — Compact
Quick — Flexible
Portable — Low Cost
Durable — Convenient
Saves Time

IN AND OUT LIKE LETTERS

Use the letter drawer files you have. Sheets of HANDIFAX cards can be filed and handled in regular drawer files the same as letters . . . lift them from drawer to desk or place where cards are to be used. Each drawer of a steel drawer file, legal cap size, will house 4000 cards. You can buy and use 100 cards or 100,000 cards.

ASK ABOUT THE NEW HANDIFAX VISIBLE RECORD CARD BOOK OF 100 CARDS—$3.50 COMPLETE

A simple inquiry will bring you our catalog and some valuable information.



SEND SAMPLES OF YOUR PRESENT RECORD FORMS

They will give us a basis for outlining to you what HANDIFAX Visible Records can do to cut record costs and make recorded information more useable for your executives.

LET OUR "SILENT SALESMAN" TELL THE STORY

See our silent salesman—a demonstration panel which our dealer will bring or we will send by mail for your own leisurely study. Investigate in your own time and in your own good way.

ROSS-GOULD COMPANY
311 North Tenth, St. Louis 1, Mo.

Ask for free blank cards on which you can draw up your own ideas. Ask for Standard Forms or let us suggest Special Forms. No obligation.

HANDIFAX Visible Records •• St. Louis

BEFORE THAT NAME

Dennison

APPEARED ON A TAG

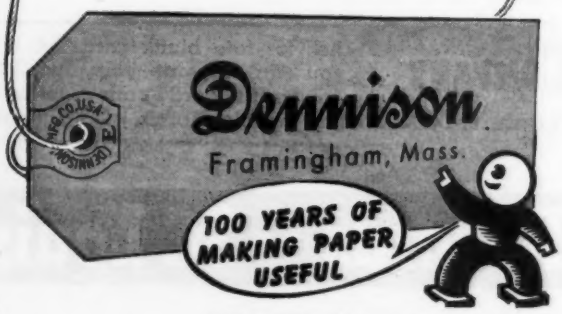
Until E. W. Dennison patented the shipping tag with the reinforced hole in 1863, most American shippers had their own "direction labels" made from left-over cardboard. Cutting them out was a rainy-day job for shop boys.

Dennison devised a paper washer, or "patch", which built up materially the pull-out strength and gave business men tags that will stay with packages from shipment to delivery.

Other essential stationery items were added rapidly to the now comprehensive Dennison line. Today, as in 1844, every product bearing the Dennison imprint can be counted upon to bear out all of the original ideals of design, quality and workmanship.

Let that name Dennison be your buying guide for Tags, Labels, Seals, Index Tabs and other stationery sundries.

AT ALL DENNISON DEALERS



☆ ☆

Give to the NATIONAL WAR FUND and Help Your War Chest

☆ ☆

But She Peeks to Choose Her Ribbons and Carbons

Open your eyes to Old Town! Wise Old Lady Justice knows you can't shut your eyes, point and say "that one." A good look at the name on the box will guide your guessing finger to the best in ribbon and carbon performance. Carbon papers, ribbons and duplicating supplies need not be blind items!

When you say "Old Town," you know the hidden values will show up every time. It's these hidden values of craftmanship in Old Town ribbons and carbons which make you ask for Old Town again and again. Old Town manufactures the "open-eyed" line for all the different models of competing office and duplicating machines without any favoritism.

Trade-Marked and Grade-Marked for Your Protection

Old Town

RIBBON & CARBON CO. INC.

Foremost Makers of Ribbons and Carbons for Every Use

750 PACIFIC STREET, BROOKLYN 17, NEW YORK, N. Y.

Sales and Service Everywhere

To-day as always *we set our standard* HIGH

No. 2560—Streamlined appearance, constructed for maximum service and office utility value. One of our "2000 Series" line.

No. G-560—Beauty of design, finish and trim adds distinction to any office. From our "Chieftain Suite."

We take exceptional pride in having maintained the high standards of HOOSIER DESKS despite the many difficulties of wartime production. . . . Shortages of both manpower and materials have created extreme problems, but every effort has been expended to give our dealers the utmost in quality.

The unusual construction features that have characterized HOOSIER DESKS have been maintained, as well as exacting care in the selection of materials and in product finishing.

We are looking forward to the post-war era when the new and better HOOSIER DESKS that are now planned can be your treasured possessions.

MEMBER WOOD OFFICE FURNITURE INSTITUTE

HOOSIER DESKS

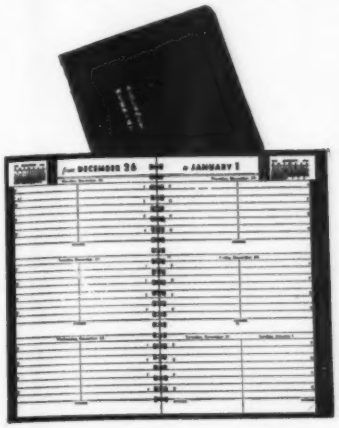
BUILT TRUE CLEAR THRU

HOOSIER DESK COMPANY

Jasper • Indiana

HOOSIER DESKS

Nascon Good Will Builders

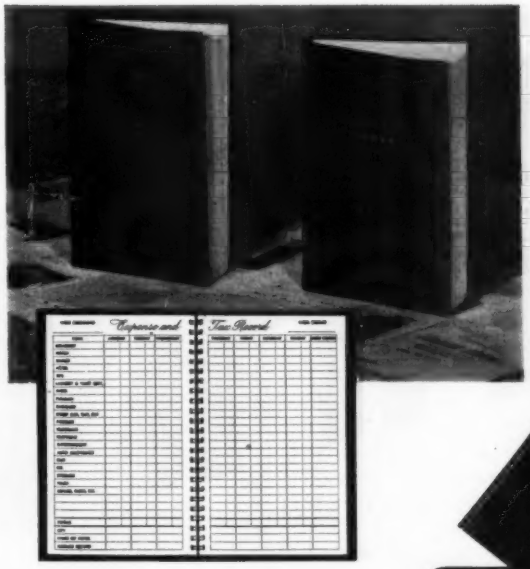


Beautifully designed and printed, in the inimitable Nascon style, and offering exclusive utility features that are invaluable to the conduct of business and social activities, the distinctive pieces in the Nascon line assure constant use and lasting appreciation throughout the year.

Unfortunately, the excessive demand has already necessitated the withdrawal of a few numbers, and although a wide selection is still available, we strongly advise that you place your order at once. See your local stationer today for samples and prices.

Nascon *Week-At-A-Glance*

Available in both desk and pocket sizes Nascon Week-At-A-Glance provides for a week's appointments and memoranda at a glance plus an alphabetical index for addresses and telephone numbers.



Nascon "AT-A-GLANCE" Products

REG. U.S. PAT. OFF.

Nascon

Dates-To-Be-Remembered

For the permanent recording of birthdays, anniversaries and other important dates to be remembered.

Nascon

Expense and Tax Record

An entirely new expense and tax record book that has been designed to provide a complete record of expenses and taxes for a week at a glance for a full year. Available in fine imitation and genuine leather pocket cases, size 3¾" x 6".

Nascon *Duodex*

A handsome vest pocket or purse size piece that includes a wire-o bound, gold edged, alphabetical address and telephone section, and a removable, gold edged perforated memo pad.

Nascon Sales Corporation

60 EAST 42nd STREET, NEW YORK 17, NEW YORK

A CHAIR FOR EVERY
SEATED WORKER

CRAMER

1205 CHARLOTTE ST.
KANSAS CITY (6), MO.

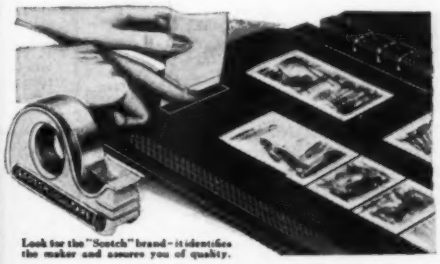
Her soldier's picture is A.W.O.L. *again!*

. . . because there was no "Scotch" Tape

Today, instead of holding snapshots in family albums, "Scotch" Cellulose Tape is sealing together sections of aerial photographs to guide our bombers.

In fact, wherever American soldiers fight, wherever American production lines roll, you'll find a wide variety of "Scotch" Brand Tapes—sealing, holding, identifying, masking, insulating. We know you'll remember this when you miss the handy "Scotch" Tapes that used to do so many jobs so well.

When war ends, these "Scotch" Tapes will all be back again . . . back to hold snapshots, seal packages, mend torn papers, and do a hundred and one other tasks in home, office, store, and factory.



Look for the "Scotch" brand—it identifies the maker and assures you of quality.

SCOTCH BRAND *Cellulose* **TAPE**

One of the more than 100 varieties of adhesive tapes made in U. S. A. under the trademark "SCOTCH," by MINNESOTA MINING & MFG. CO., SAINT PAUL, MINN.

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Cram's BIG SELLERS IN THE MAP FIELD

For All Office Supply Houses, Stationers, Book Stores and Gift Shops

Section of Map. Actual Scale, 16 miles to the inch.

Cram's

New, Big, Special Edition

INVASION MAP of FRANCE

Size 40x48 Inches
in 7 Beautiful Color Tints

Scale: 16 Miles to One Inch

Edited, Engraved, Published and Sold in France

Shows Every Name Place Anybody Wants to Find

Fully Indexed . . . Easy to Locate Every Place Named in Press and on the Radio

The Map is complete in every respect. Leaves nothing to be desired. A revelation in Cartography. And sold at the lowest price such a wonderful map has ever been offered. Send in orders today.

PRICES

No. F1. Paper sheet rolled and placed in tube. Each $2.00.

No. F2. Cloth backed with rods top and bottom for hanging. Each $5.00.

No. F3. Mounted on ¼-inch map tack board. Each $10.00.

176 Paper Fighting Flags FREE with each Map

Big Maps for Little Money . . . . Fine PROFITS

Cram's

INVASION MAPS of ALL NATIONS AT WAR

in Europe, Asia, in the Pacific Ocean, Also of the World, U. S. and Foreign Countries

There are 41 subjects to choose from. All the maps are as finely detailed as possible according to scale. They are full colored and make a fine showing wherever displayed. All the maps are in demand, rapidly being sold to all who have friends and relatives in the service. Many dealers are offering 3 for $1.00 which adds to volume and profits. Maps going strongest now are of all the countries in Europe and of the Islands in the Pacific Ocean, China, Philippines, India.

For more profits, order more Modern Series Maps.

Display Box FREE with Order for 6 Dozen

41 Subjects—35c Each—Order by Number

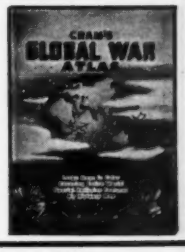
1 Mediterranean and the Near East
2 United States
3 The World
10 Atlantic Ocean
11 Pacific Ocean
235 Alaska
237 Newfoundland
239 Canada
267 British Columbia
273 Mexico
275 Central America
285 West Indies
287 North America
289 South America
299 Europe
303 Africa
305 Asia
309 Japan
311 Australia
315 East Indies and New Zealand
317 Philippines
319 Hawaii & U. S. Possessions in the Pacific
321 Oceania (Southwest Pacific with Australia and New Zealand)
325 England and Wales
329 Scotland
331 Ireland
335 Spain and Portugal
339 France
341 Netherlands, Belgium and Luxembourg
345 Sweden and Norway
349 Denmark and Finland
353 Germany (before Austria, Czechoslovakia, and Memel)
355 Greece & Switzerland
359 Italy
361 Yugoslavia, Albania, Rumania and Bulgaria
367 Poland, Lithuania, Latvia and Estonia
371 Russia (U. S. S. R.) in Europe
373 Palestine, Syria, Trans-Jordan
375 Turkey and Southeast Europe with Syria, Palestine, Iraq
379 India
383 China

Cram's Global War Atlas

Large Maps in Color Cover the World. Size 12x15 Inches.
32 Pages . . . Board Covers.

DELUXE MAPS—A prize selection. Many new and shown for the first time. Printed on fine super in full colors. Easy to read.

A COMPREHENSIVE INDEX — Covering over 300 countries, islands, and places throughout the world whose exact locations are not popularly known. Index refers to page with cross reference for quick location to all battle fronts. Price in dozen lots only..... **$1.00**



Cram's Maps of the Bible Lands

Now Sold Through CRAM DEALERS

A big opportunity for dealers to cash in on a Specialty that has unlimited opportunities with no competition. The book is carefully edited—a complete reference for Bible Classes, Sunday Schools, Religious Bodies and for the general public who wish to follow the bible story with its geography.

Beautifully printed in 4 colors, 8½ x 11 inches. Contains over 20 Maps. Index to over 400 Places in Bible History. Shows the Birthplace of Civilization Down to the Present Day.

Special Feature is "The Life and Journeys of Christ," told in 8 Separate Maps.

Order direct from this advertisement or write for Descriptive Literature. Price in dozen lots only..... **50c**

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POST SEPIA OR SOLAR PAPER

Finest on the market for making negative or silver prints and positive brown prints - strength with high transparency - natural bond or transparentized

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Sharp detail on deep blue solids - uniform coating - long keeping all speeds - special sensitizing for blue line printing

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Prints direct - strong sharp dense black line - greater legibility - speed - long keeping developing solutions

DIRECT POSITIVE AMMONIA DEVELOPED

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Red or blue lines on white - sharp deep detail from any subject that can be blueprinted

BROWN TRANSPARENT POST VAPO-VEL

New transparent brown line ammonia developed paper - multiple copies with printing quality equal to original

SEND FOR SAMPLES

Chances are—once you've used them—that you'll prefer POST Sensitized Papers. Users get best, longest-lasting results from them and order more—for POST Sensitized Papers have been *proved and improved* year after year. For free testing samples of any one of the five most popular types of Post Sensitized Papers — send today.

POST

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JUST PHONE THE NEAREST NUMBER

Atlanta	JACK. 2121	Los Angeles	TRI. 8164
Birmingham	3-8183	Memphis	8-6796
Boston	LIBERTY 4690	Milwaukee	MARQ. 7246
Buffalo	CLEVE. 0370	New Orleans	RAY. 0331
Chicago	KEY. 7000	New York	WIS. 7-7678
Cincinnati	MAIN 2664	Oklahoma City	3-6306
Cleveland	CHE. 7347	Omaha	ATLANTIC 7890
Columbus	MAIN 3420	Philadelphia	LOM. 7044
Dallas	RIVERSIDE 4403	Pittsburgh	ATL. 3350
Dayton	ADAMS 9174	Portland	ATWATER 8681
Denver	MAIN 5161	St. Louis	CHESTNUT 0688
Detroit	RAN. 8483	Salt Lake City	4-7823
Ft. Wayne	ANT'Y 4142	San Francisco	DOU. 5975
Fort Worth	3-3244	Seattle	MAIN 4022
Houston	CAPITOL 1233	Tampa	M-8377
Indianapolis	MKT. 4466	Toledo	ADAMS 7224
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POST

CHICAGO

The Frederick Post Company

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A business-office "must"

When paper tears it can't be sewn,
So what is there to do ?
Just patch it up with Texcel Tape-
The message shows right through!

When hanging things upon a wall
For an opinion poll,
Use Texcel Tape-it leaves no stain,
No mark, no crack, no hole.

On planes, on shells and other things
That get so much abuse,
Quick, tough and handy Texcel Tape
Is widely put to use.

For Texcel is an improved tape
Whose "stick-um's" bonded on;
It won't come off, it won't dry out
Before the judgment dawn.

Right now, all Texcel Tape that's made
Is used for war-but when
Your Bonds and Stamps bring Victory
You'll have it back again!

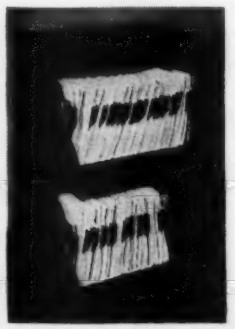
Texcel Tape

CELLOPHANE TAPE — STICKS WITH A TOUCH

Made by Industrial Tape Corporation A Division of Johnson & Johnson
New Brunswick, N.J.

Executive size ROCK-A-FILE is a fine piece of furniture

Takes only 13" x 22" of floor space behind or at side of desk



36 inches of filing space within arm's reach—no getting up from chair

THE "PERFECT" PRIVATE OFFICE FILE

Rock-a-File

PATENTS APPLIED FOR

Two-Compartment Personal Cabinet

Unbelievably convenient, like all ROCK-A-FILE uprights. Built on a wholly new scientific principle—"cradles" open, with a touch of the finger, instead of pulling open the old-style way.

With ROCK-A-FILE you insert or take out folders from the side, instead of pulling them out vertically.

Two can work at the same cabinet at once, without getting in each other's way—file from the side, side-by-side.

ROCK-A-FILE saves up to 50% in floor space. Eliminates the hazard of tipping. Everything instantly accessible. Untrained help can find desired material at once. Construction greatly lengthens life of folders and guides.

ROCK-A-FILE is the coming thing for the well-equipped, modern office.

Every busy executive should have this particular, compact, easy-to-operate, two-compartment ROCK-A-FILE right at his elbow. Once you experience the greater ease and convenience of ROCK-A-FILE, you'll want your offices ROCK-A-FILE equipped throughout.

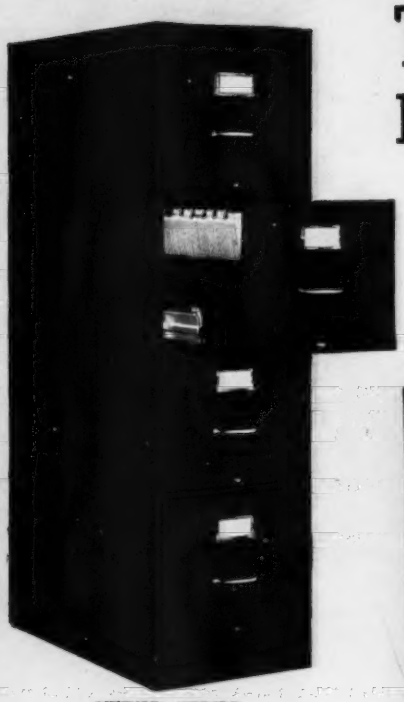
ROCKWELL-BARNES COMPANY

Specialists to the Stationer Since 1903

35 EAST WACKER DRIVE CHICAGO 1, ILL.

SHAW-WALKER
DEALERS AND BRANCHES IN 546 CITIES

TIME SAVERS & SPACE SAVERS
Made of Steel-by Shaw-Walker



STEEL FILES

Seven grades — Five heights — For records of every size.

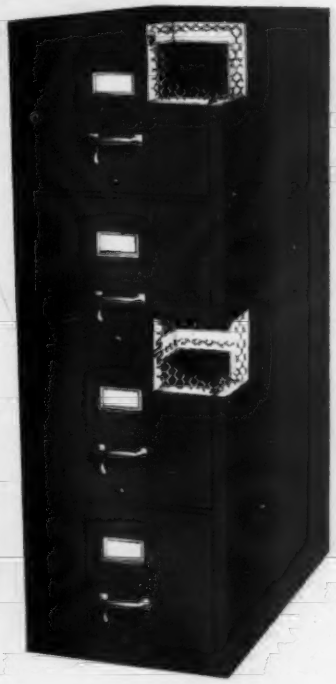
"Built Like a Skyscraper"

OUR COUNTRY'S GREATEST ADVANTAGE IN A PEACEFUL WORLD is not our manpower, not our gold, not even our great natural resources. It is the American genius for designing things that will enable every person to perform any job better and in less time.

Supplying steel office equipment and methods that help save time in every office job are well-known achievements of Shaw-Walker research and engineering.

Pictured are a few of the 8,000 office necessities made by Shaw-Walker when steel is available and sold under the famous trade-mark "Built Like a Skyscraper."

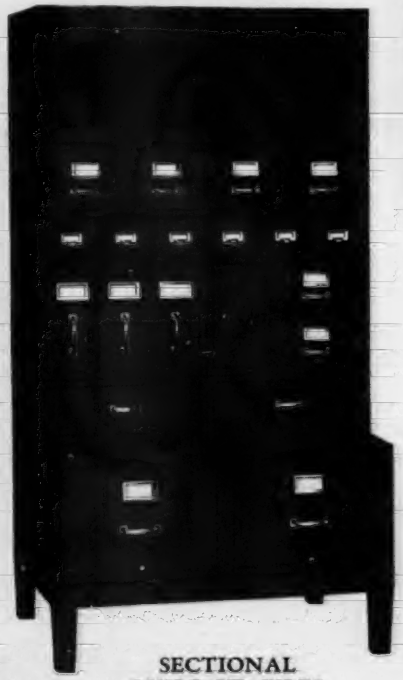
The time-saving and the space-saving features of all Shaw-Walker products will be described in the 400-page post-war edition of the Shaw-Walker OFFICE GUIDE.



FIRE-FILES

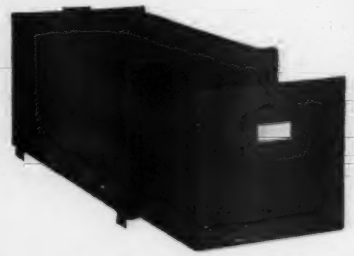
34 stock models heavily insulated to provide certified fire protection for records of every size. Made in three heights.

Cut-away sections in picture shows thick, mesh reinforced safe-insulation.



SECTIONAL BUILD-UP FILES

Two widths. 70 models. A size and style to provide "Custom Built" files for any conceivable requirement.



STEEL TRANSFER CASES

12 stock models for records of every size.

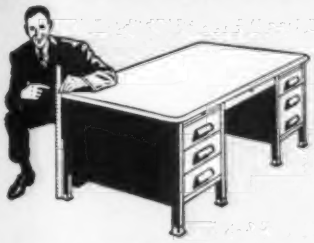
SAFES

Single and double door. Five stock sizes. Hundreds of combinations for interiors.

"Built Like a Skyscraper"

LARGEST EXCLUSIVE MAKERS OF OFFICE FURNITURE

MEASURE YOUR DESK!



IF IT'S MORE THAN

29 *inches*

—IT'S TOO HIGH!

NEW LOW DESK FOR COMFORT

Leg, Island Base and Luxury models in sizes and styles to fit every office requirement.

FIRE-DESKS

Made in three styles for hand and machine posted records. Provide certified fire protection at point-of-use.

CUPBOARDS AND WARDROBES

For storage and clothing. 19 stock models, single and double door.

OFFICE CHAIRS

Aluminum and Wood. 47 stock models.

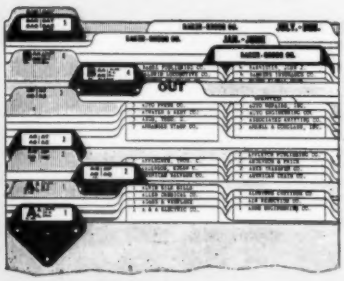
AND FILING EQUIPMENT IN THE WORLD

Until Victory—

These Shaw-Walker Files and Business Systems are NOW available

NEW TIME-SAVING PAYROLL SYSTEM

Saves up to 67% clerical time. All records in one operation.

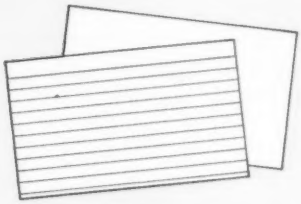


TIME-SAVING FILING SYSTEMS FOR ALL RECORDS

Seven kinds of time-saving systems for letter and legal size records.

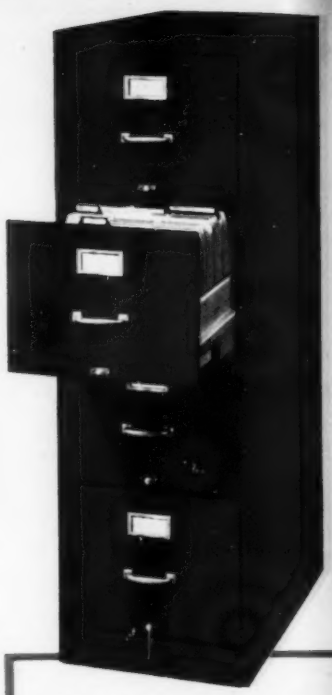
Two for card sizes.

PICTURED are some of the hundreds of time-savers, space-savers, and other aids to management *now* available from Shaw-Walker representatives.—All are in the War Edition OFFICE GUIDE.



TIME-SAVING AND SPACE-SAVING CARDS

Shaw-Walker cards built to precision thinness save as much as one drawer for every 4,000 cards used. Because precision cards are absolutely uniform in size, like playing cards, reference time is saved.



WAR FILES

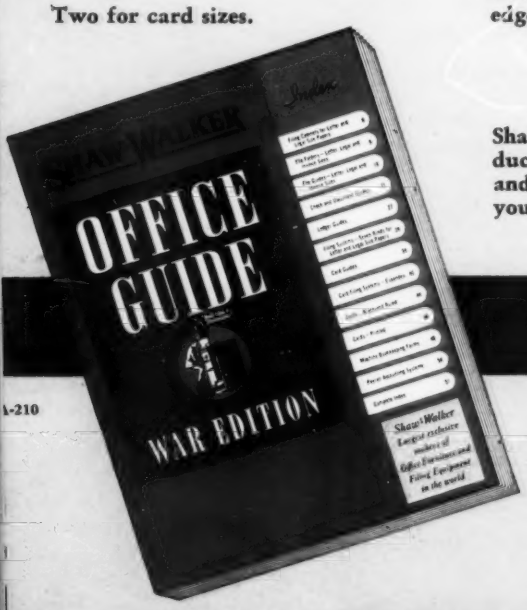
Made in 4 Grades
Letter and Legal Sizes
Insertable Trays for Cards

SPACE-SAVING FILE FOLDERS

212 stock folders NorthKraft and manila. Thirteen price brackets. Made with reinforced space-saving edge, or single top.

OTHER TIME-SAVERS AND SPACE-SAVERS

Shaw-Walker products which are helping to increase office production and conserve filing cabinet space are pictured, described and priced in the OFFICE GUIDE, War Edition. You can speed your selection of your office needs by using the OFFICE GUIDE.



SHAW-WALKER FACTORIES AND HOME OFFICE, MUSKEGON, MICH.

"Built Like a Skyscraper"

SHAW-WALKER

A-210

Are you being caught with shorts?

When you place an order for carbon paper, there's no need to be caught with "shorts".

Just specify Webster.

You won't get a short order if you do. You can have all the Webster carbon papers and typewriter ribbons that you need.

And we've licked slow transportation, too. Warehouses are located in key U. S. cities. 85% of the orders received are shipped within 24 hours.

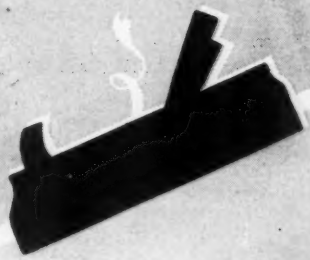
So specify Webster's when you need quality carbons. Webster also makes carbon papers for gelatine hektograph and spirit process duplicating machines; carbon paper ribbons for photo-offset work; ribbons and carbons for all Elliott-Fisher, Addressing, Adding and International Business Machines.

F. S. Webster Company, 27 Amherst Street, Cambridge 42, Massachusetts.

WEBSTER'S

Carbon Papers and Typewriter Ribbons

WHEN YOU WANT A PLANE



YOU DON'T WANT A PLANE

PLAIN STATEMENT

"Make Sure it's SKY-RITE"

"SKY-RITE" the brand name of our prominently advertised Light Weight Stationery is Registered in the United States Patent Office. "SKY-LANE" is also fully protected by United States Trade Mark Registration.

"Make Sure it's SKY-RITE"

We intend to protect the trade in the sale of our branded lines. Any infringements on or usurpations of our trade marks, or any trafficking on our registered brand names or the copyrighted designs of our boxes and labels will be instantly and vigorously prosecuted.

"Make Sure it's SKY-RITE"

The name "SKY-RITE" and "SKY-LANE" stand for quality in the Light Weight Stationery field. They are valuable and we will give them our full protection.

Write for Catalog "G" and get an idea what the light weight of "SKY-RITE" means in postage savings costs.

Agency Paper Co.

74 Varick Street, New York 13, New York
Chicago Office: 308 South Wabash Ave.
Factories: New York 13 and Chicago 4

SPOTLIGHTING A PROUD TRADE MARK

SKY-RITE is the product of Pioneers in the LIGHT WEIGHT Paper and Envelope Field. SKY-RITE is presented in over Thirty Million individual advertisements monthly in American Weekly, This Week, Saturday Evening Post, Life, Collier's, Newsweek, Time, New York Times Magazine, Etc.

Handsomely Boxed—Sizes and Styles for EVERY demand—Write for SKY-RITE CATALOG

DISTRIBUTORS COAST TO COAST

AGENCY PAPER CO., 74 Varick St., New York 13, N.Y.

Factories New York Chicago

Also Makers of SKY-LANE Stationery

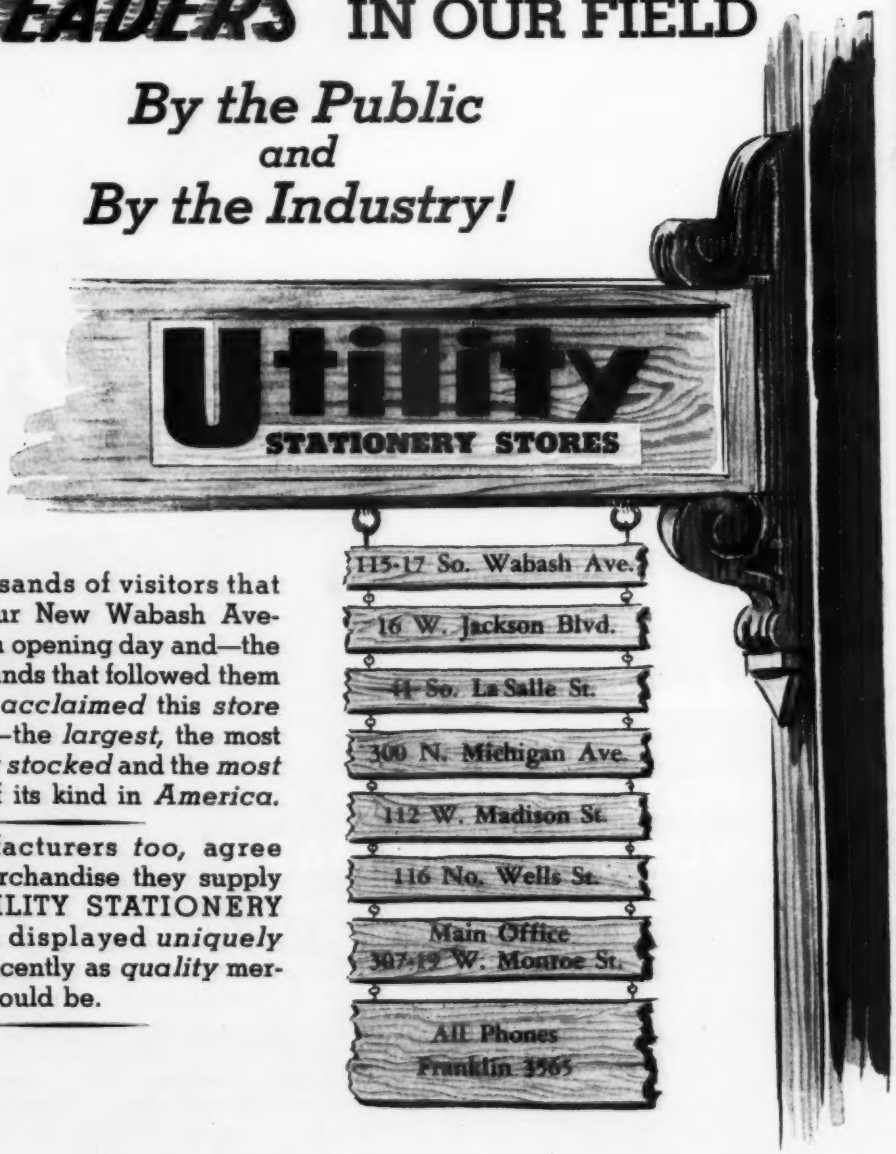
COMMERCIAL and PERSONAL STATIONERY

GIFTS • BOOKS • FURNITURE

ACCEPTED

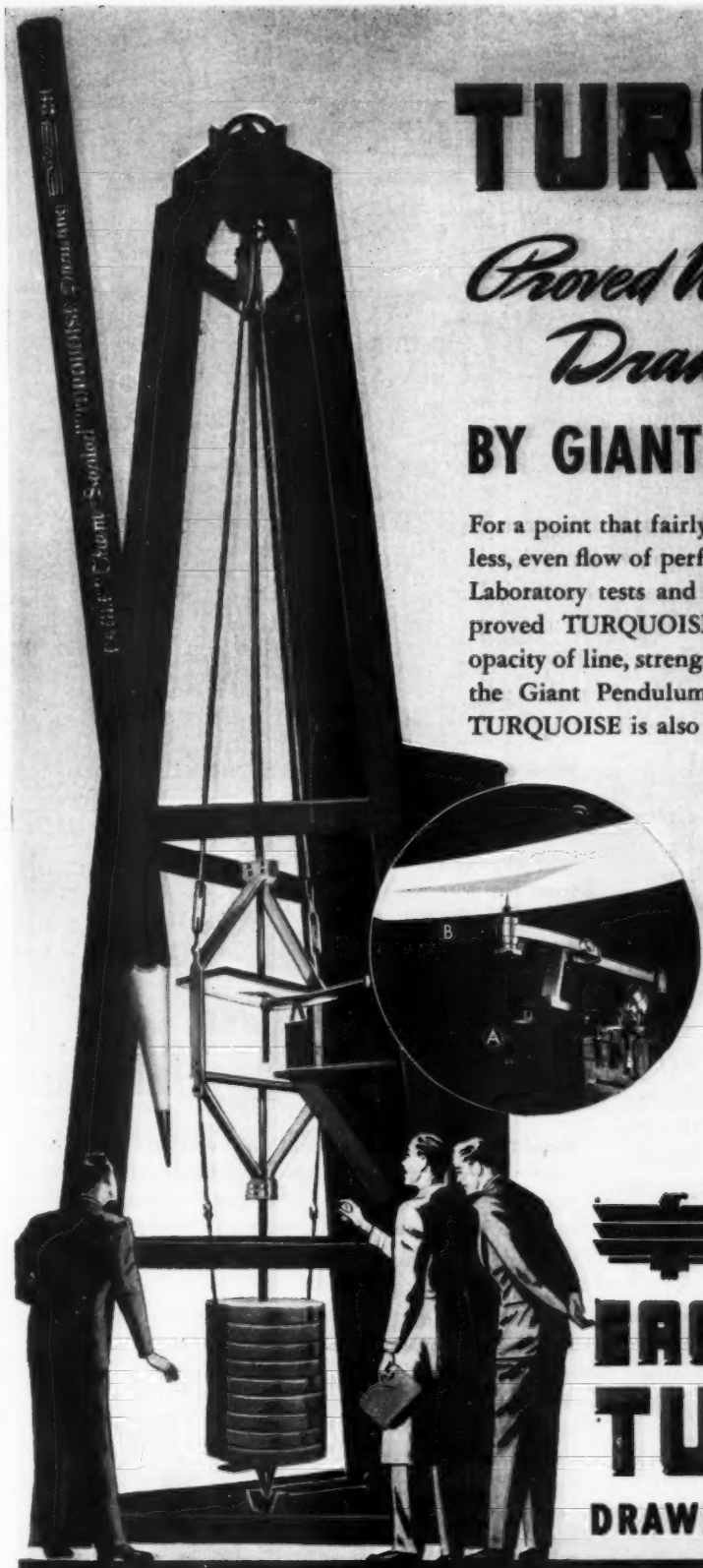
AS *LEADERS* IN OUR FIELD

By the Public
and
By the Industry!



● The thousands of visitors that crowded Our New Wabash Avenue Store on opening day and—the many thousands that followed them since, have *acclaimed* this *store* to be *truly*—the *largest,* the most *completely stocked* and the *most beautiful* of its kind in *America.*

The manufacturers *too,* agree that the merchandise they supply to the UTILITY STATIONERY STORES is displayed *uniquely* and magnificently as *quality* merchandise should be.



TURQUOISE

Proved World's Smoothest Drawing Pencil

BY GIANT PENDULUM TEST

For a point that fairly glides across the paper . . . for a gritless, even flow of perfect line . . . try an Eagle TURQUOISE. Laboratory tests and drafting room results have long since proved TURQUOISE unrivalled for accuracy of grade, opacity of line, strength of point and durability of lead. Now the Giant Pendulum Test, described below, proves that TURQUOISE is also the world's *smoothest* drawing pencil.

This gigantic pendulum, with its 540-pound bob swinging freely, makes 49,920 oscillations from a single impulse before coming to rest. When the point of a pencil (A) presses against a sheet of paper (B) on a platen attached to the pendulum shaft, its friction reduces the oscillations to a number that measures the relative smoothness of that point. The smoother the pencil, the longer the pendulum swings; and the extra smoothness of TURQUOISE is accurately registered by the extra oscillations.

YOU CAN TEST TURQUOISE, TOO. We can't ship the pendulum, but we can send a pencil; and TURQUOISE smoothness is so outstanding you can *feel* it by hand. Write for a test sample, naming this magazine, your dealer and the grade you desire.

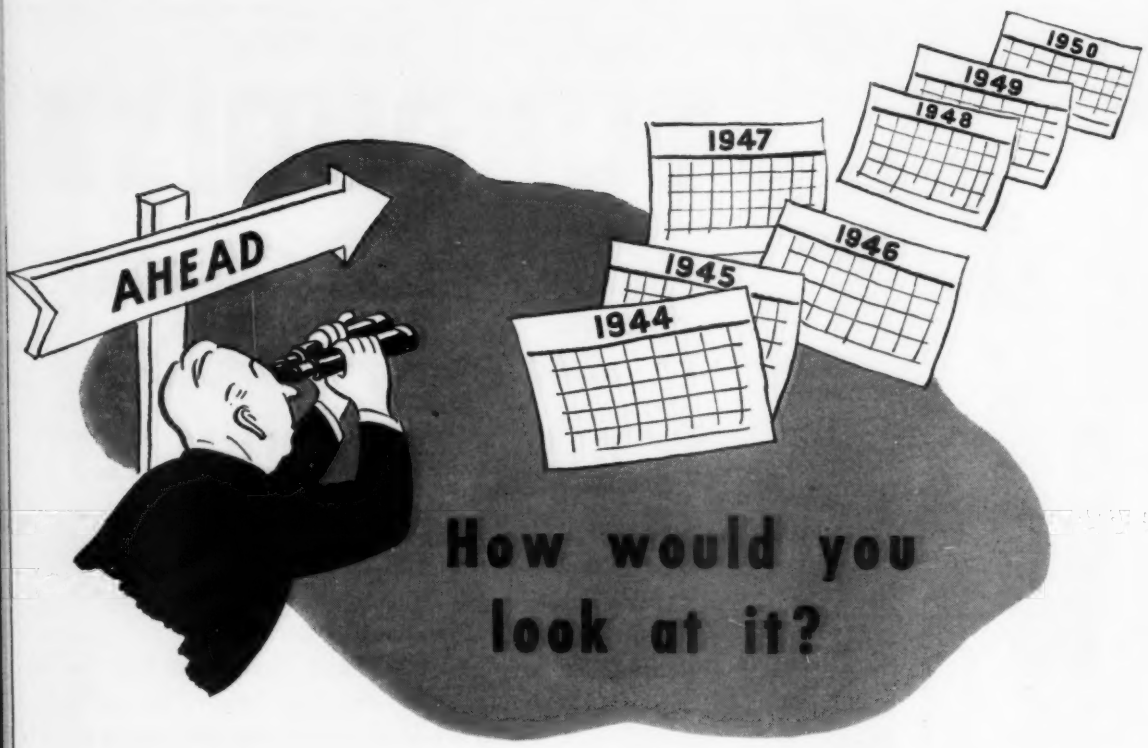
EAGLE *"Chemi-Sealed"* (SUPER BONDED)

TURQUOISE

DRAWING PENCILS and LEADS

EAGLE PENCIL COMPANY, 703 EAST 13th STREET, NEW YORK

EAGLE PENCIL COMPANY OF CANADA LTD. TORONTO



How would you look at it?

The future, we mean.

If, say, you were a manufacturer of adding machines instead of a dealer, would you spend your advertising dollars saying, "Sorry, we haven't got any," or would you keep driving at a story of precision manufacture if you had such a story to tell?

Would you think it O.K. to tell people about being a prime contractor on the Norden Bombsight for the Army—if you were delivering the goods?

Would you think it smart to plan for tomorrow by telling people that you're still working with right answers today (the Norden Bombsight being essentially a calculating machine)?

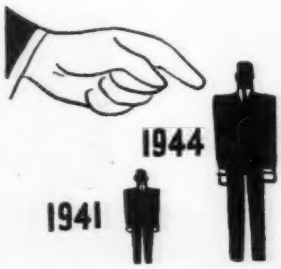
And would you place your advertising exclusively in the magazines that reach the people who can either buy or influence the purchase of the adding machines you sell?

How about your dealers?

Would you tell them that you expect to emerge from the war with over four times the floor space and physical plant you had three years ago? Would you make sure that they understood that such expansion means a complete line of products for them—fast?

Would you tell them that not only will you have over twice your previous personnel, but that every one of your people will be a better craftsman, capable of producing products any dealer can depend upon?

Would you think it honest to predict that twice as many people, all better craftsmen, is a combination able to produce not only *more* but *better* machines than you ever produced in the past?
You would?
We do, too.



VICTOR ADDING MACHINE CO.

STILL WORKING WITH RIGHT ANSWERS

Continuous Supplies...

CALL FOR MOUNTING DOLLARS

Official U. S. Coast Guard photo

Official U. S. Marine Corps photo

....STEP UP YOUR PAY ROLL PLAN!

War is a continuous job.

Ever-widening, ever-advancing fighting fronts call for a never-ending flow of manpower and materiel—*financed by a continuous flow of money.*

Your responsibility as top management increases with the mounting tide of battle. You've been entrusted with two major responsibilities—steadily maintained production, and steadily maintained War Bond Sales through your Pay Roll Savings Plan.

So keep this one salient fact before you at all times: *The backbone of our vital war financing operation is your Pay Roll Savings Plan.*

Your job is to keep it constantly revitalized. See to it that not a single new or old employee is left unchecked. See to it that your Team Captains solicit everyone for regular week-in and week-out subscriptions. And raise all percentage figures wherever possible.

Don't underestimate the importance of this task. This marginal group represents a potential total sales increase of 25% to 30% on all Pay Roll Plans.

Constant vigilance, in a quiet way, is necessary to keep your Pay Roll Savings at an all-time high. Don't ease up—*until the War is won!*

The Treasury Department acknowledges with appreciation the publication of this message by:

OFFICE EQUIPMENT DIGEST

SELL WAR BONDS

Back the Attack!

SELL MORE THAN BEFORE!

This is an official U. S. Treasury advertisement prepared under the auspices of Treasury Department and War Advertising Council

All of us have

For many long months the mental and physical energy of our Country has been devoted to the production of materials of war. Here at GF . . . we have been producing equipment for various branches of the Armed Forces for more than four years . . . and since May 1942, our production facilities have been devoted exclusively to the wartime needs of the Nation. Included in this work are subassemblies for P-39 Airacobra . . . P-63 King Cobra . . . P-47 Thunderbolt . . . pilot's, co-pilot's, radio operator's, gunner's, bombardier's seats and other parts for B-29 Super Fortresses . . . B-17 Flying Fortresses . . . B-24 Liberators . . . Douglas Havoc . . . Douglas Dauntless . . . Curtiss Hell Divers . . . Grumman Wildcat . . . Grumman Hellcat . . . Grumman Avenger . . . Chance Vought Corsair and others. Also, landing mats, tank seats and furniture for various types of Marine craft.

All of us have TWO jobs now. Our FIRST job is the winning of World Peace. The SECOND job is the rebuilding of a World in which all may enjoy the fruits of Peace. Here at GF . . . we have men who . . . without neglecting their FIRST job in the slightest . . . are giving a great amount of time to our SECOND job. Plans are in various stages of development for new products . . . new designs of old products . . . new ways of doing old jobs . . . taking full advantage of war-born knowledge . . . but these things cannot be introduced immediately after the coming of Peace.

IT'S A LONG WAY WE'VE COME from the days of the full pedestal, high roll-top desk with its multitudinous pigeon-holes . . . the days when the typewriter was in its swaddling clothes and the adding machine was an inventor's

THE GENERAL FIRE

Youngstown 1, Ohio

PRODUCTS BY GF: METAL CABINETS · STEEL SHELVING

TWO jobs now

dream . . . the days when the letter press and copy book was the accepted method of preserving correspondence . . . to the days of the modern, four-leg, flat top desk with its resilient, velvety, writing surface . . . the modern SuperFiler and its companion products for every type of filing requirement . . . aluminum chairs for every phase of office usage, all adjustable to physical characteristics of the user.

Even though some of the development in this LONG WAY WE'VE COME is terribly antiquated now, each step is a stone in the foundation of experience upon which we shall build our tomorrow. We have given, and are still giving, our utmost to our FIRST job . . . we shall give our utmost to our SECOND job. When men and metal and production facilities are again available to supply the needs of a peacetime world . . . we shall again serve business in the manner that has been characteristic of our Company for more than forty years.

We shall build Desks and Tables for every type of office usage . . . Filing Cabinets and Filing Supplies for every filing requirement . . . Aluminum Chairs for every office worker . . . Aluminum Chairs and Custom Built Equipment for hotels, restaurants, steamships, trains, air transports . . . Interior Equipment for hospitals, laboratories, libraries, museums and every other type of public building . . . Shelving for warehouses, stores, offices and factories.

And . . . we shall be prepared to give service through branches and dealers covering every market in the Country . . . through men of long experience and training . . . for the planning and the solution of problems that will confront the new business world.

E PROOFING COMPANY

AL DESKS · ALUMINUM CHAIRS · METAL FILING
NG · FILING SUPPLIES · SAFES · STORAGE CABINETS

"Schedule my first stop Wednesday, at THE FIFTH AVENUE BUILDING"

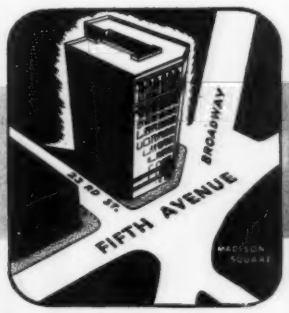
When your secretary makes up the itinerary for your next buying trip to New York, tell her to make your first stop The Fifth Avenue Building. That's where you'll find the best lines and largest selection in the entire stationery, greeting card and playing card field. A second stop may be unnecessary.

A subway entrance within the building and a bus stop at the door make the owner-managed Fifth Avenue Building quickly and easily accessible from railroad terminals and hotels. Buyers also appreciate the Visitors' Bureau (fully-equipped offices free for their use), the 40-place Conference Room, the gymnasium, solarium and handball court. Excellent restaurants are located right in the building.

The straight line to The Fifth Avenue Building is the shortest distance between buyer and seller.

THE FIFTH AVENUE BUILDING

"More than an office building"



Broadway and Fifth Avenue at Madison Square, New York

A Million Twins at your command!

Every pencil is identical in its performance qualities with every other pencil of the same degree. One 2H is precisely like every other 2H in hardness, smoothness, opacity, durability, and strength. This uniformity persists through every inch of every pencil. You can depend on that!

Here's a new product for the discriminating artist, architect and draftsman, which gives them everything they have ever hoped for in a drawing pencil. Scientific research and new processes of obtaining technical perfection are yours in the Blaisdell "PRE-TESTED" Ben. Franklin Drawing Pencil.

A free sample in your own hand will prove this. Made in 17 degrees; which degree shall we send you?

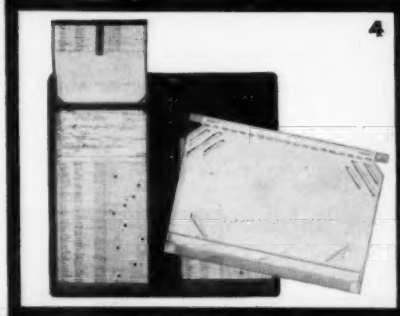
MADE IN 17 DEGREES FROM 6B TO 9H

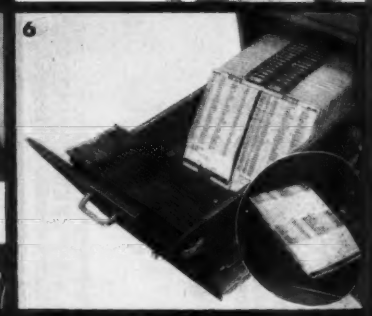
THE NEW Blaisdell "PRE-TESTED" Ben. Franklin DRAWING PENCIL

*Reg. U.S. Pat. Off. Canada and other countries

Blaisdell PENCIL COMPANY ESTABLISHED 1893 • PHILADELPHIA 44, PA.

There is an ACME VISIBLE RECORD SYSTEM *for every record requirement... and every one is a real* TIME-SAVER...





Pictured above are but a few of the many types of Acme Systems equipment which have proven real time-savers to Government and Indust

Acme Visible Equipment is applicable to every kind of record and, when applied, *multiplies the value of the record* and, in addition, *effects a substantial saving in clerical time.*

Key men in government and industry require dependable facts, swiftly—accurately—and economically—because the advantageous use of all of our vital assets and the conservation of materials and effort are definitely dependent on proper records for co-ordination and control.

1 Acme VERI-VISIBLE equipment provides visualized control and speed—for *machine* posted—or hand posted records. Request booklet No. 519.

2 VISION cabinets, with protected record pockets, provide many ingenious arrangements—for multiplying the value of your records. Request booklet "VISION", No. 387.

3 Acme PRODUCTION CONTROL BOARDS with Flexoline strips, give you the essential facts, *at-a-glance,* so necessary for proper control. Booklet No. 417 contains helpful information on effective Production Control Systems.

4 ACME VISIBLE CARD BOOKS Compact—Portable—Light Weight Inexpensive. Won't scratch or m desks. Ideal for the many importa small records in your office. Ask f illustrated price list.

5 FLEXOLINE visible listing equipme —strips in panels—for every kind index or reference record. Easy to ke up-to-date. For lists of a few hundr or many thousands. Ask for a Flexoli catalog.

6 Acme SUPER-VISIBLE, a visib card system with vertically filed pa —low in cost—high in efficiency a capacity. We will gladly submit r ommendations.

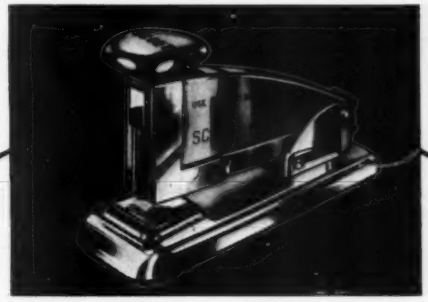
ACME VISIBLE RECORDS, INC.

122 SOUTH MICHIGAN AVENUE • CHICAGO 3, ILLINOIS

THERE IS NO SUBSTITUTE FOR QUALITY

ACE CLIPPER . . . $4.50

ACE PILOT . . . $4.00



ACE SCOUT . . . $1.00

"If a man can write a better book, preach a better sermon or make a better mouse trap . . . the world will make a beaten path to his door".
Attributed to Emerson

The foregoing quotation was written years ago but the sentiment expressed applies, with equal force, to present-day methods of producing many types of commodities.

Since we entered the war the manufacture and distribution of merchandise have been regulated by our Government. Priority ratings were established which determine to whom products can be shipped and how much the customer can have.

Obviously, the shrewd buyer, whether a Government agent or a commercial house wants the highest quality merchandise available. As a result those with high priority ratings have practically monopolized the output of many manufacturers.

That is what has happened to Ace. Because of the fine quality machines Ace has always built, the company has been virtually "snowed under" with high rated priority requisitions. These *must* be honored before commercial, low-rated shipments can be made.

This condition is most deplorable because of the hardship it has worked on Ace dealers but those at Ace are optimistic about the future. They believe the time will soon arrive when there will be sufficient machines to fill all requirements.

SOLD THROUGH DEALERS EXCLUSIVELY

The WORLD'S FINEST

ACE

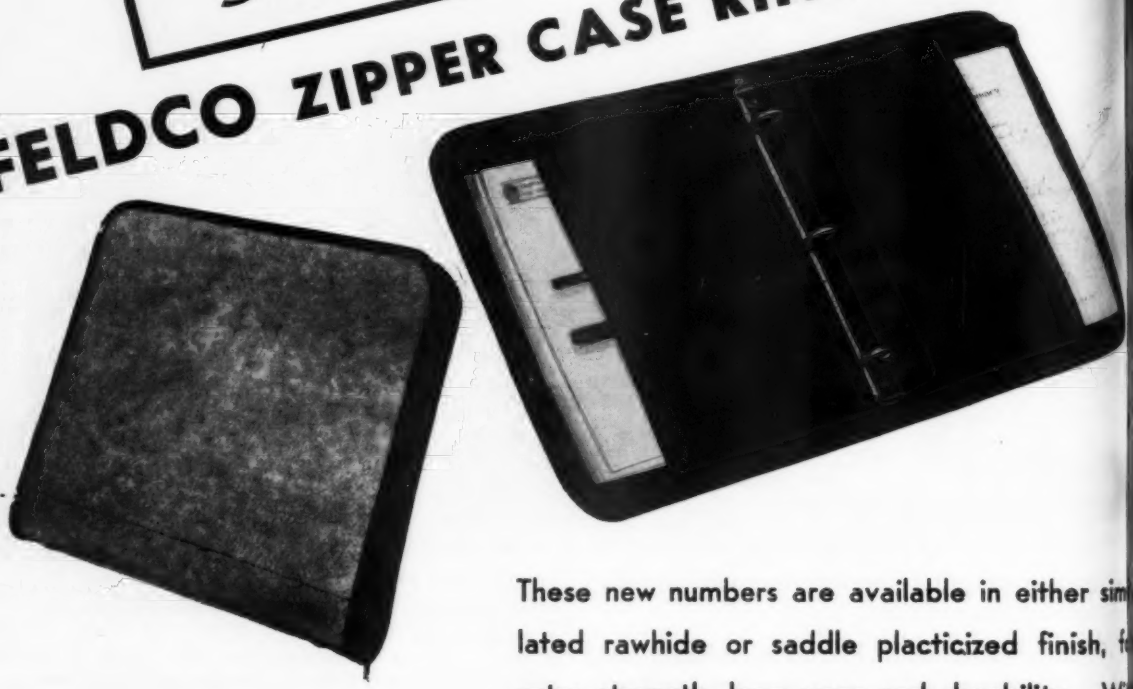
Stapling Machines for Every Purse and Purpose

The WORLD'S FINEST

ACE FASTENER CORPORATION • 3415 NORTH ASHLAND AVENUE • CHICAGO 13

These Special New Numbers Are Available

FELDCO ZIPPER CASE RING BINDERS



These new numbers are available in either sim lated rawhide or saddle placticized finish, f extra strength, long wear and durability. Wi contrasting welt edge binding. Saddle stitchin Beautifully lined with box calf-grained imitati leather. Two roomy, convenient inside pocke on front and back covers. Equipped with 1" ri metal with boosters. Place your orders early f prompt deliveries.

FELDCO Loose Leaf Corp. 116 W. ILLINOIS S CHICAGO 10, IL

New York • 25 Central Park West • Phone CO 5-0282. Pacific Coast • 788 Mission St., San Francisco • Phone Douglas 86

HEYER *Quality* SUPPLIES

for Perfect GELATIN AND SPIRIT *Duplication*

The outstanding quality of HEYER'S Complete Line of Supplies for Gelatin and Spirit Type Duplicators is responsible for the major success and ever increasing demand for this fast, inexpensive and flexible method of printing.

Thousands of operators in offices, schools, churches, clubs, stores and restaurants have proved HEYER Quality—not only in HEYER HEKTOGRAPHS and Roll or Film Duplicators, but also in HEYER Supplies.

And regardless of the machines they operate —Heyer, Ditto, Vivid, Standard or others, they insist on HEYER HEKTOGRAPH Inks, Carbon Paper, Pencils and Ribbons and HEYER Spirit Fluid and Spirit Carbon, knowing that they contain the secret of producing master copies which insure perfect Duplication.

Recommend HEYER PRODUCTS — They build sales and GOOD-WILL.

Heyer **ALWAYS**

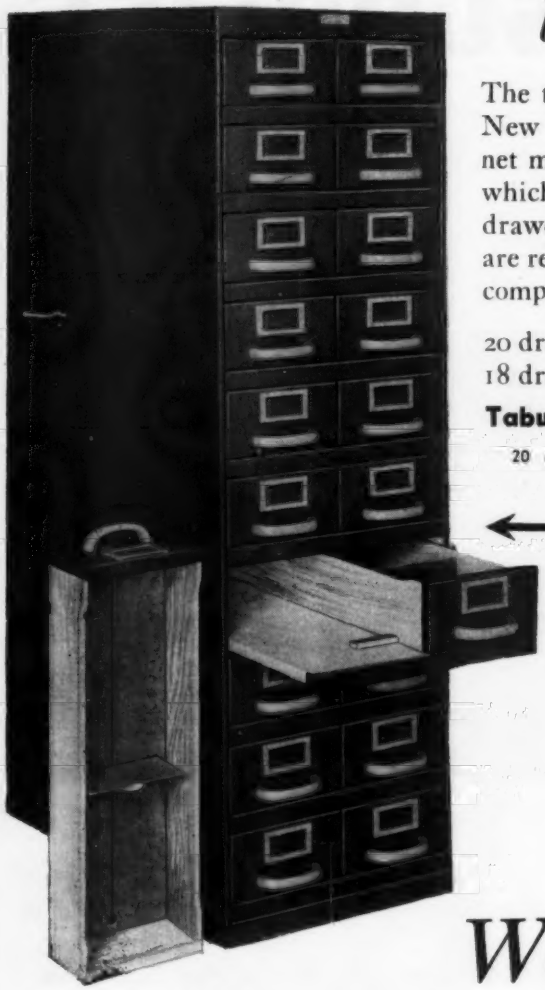
Quality **SATISFIES**

THE HEYER CORPORATION

Quality Duplicators and Supplies Since 1903

Tabulating Card File

by NEW ENGLAND



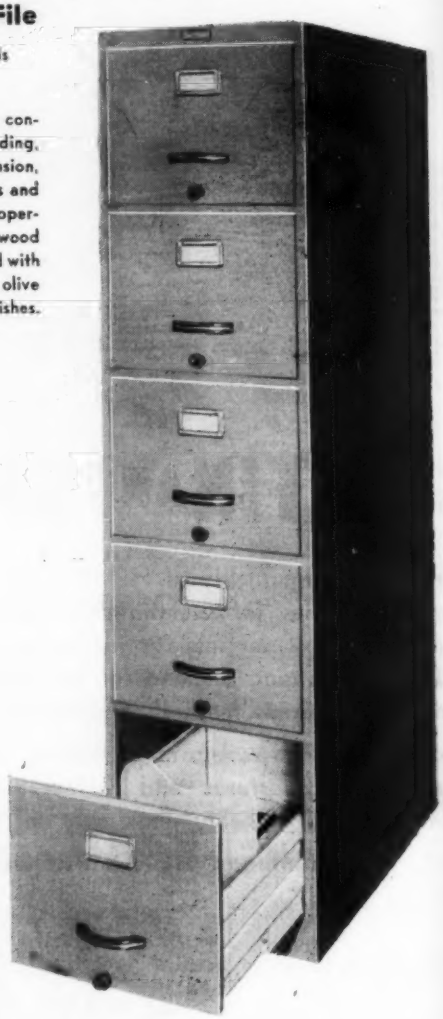
The tabulating card file is made according to the same New England high craftsmanship standards of fine cabinet making. Each pair of drawers set on a sliding tray which operates on metal rollers. When on the tray the drawers are held positively in position but all drawers are removable. Drawers have positive locking adjustable compressors.

20 drawer unit.....58½" high x 19" wide x 28" deep
18 drawer unit.....52½" high x 19" wide x 28" deep

Tabulating Card File

20 drawer unit for cards 7⅜" x 3¼"

All hardwood, flush construction, easy sliding, full drawer suspension, plastic label holders and drawer pulls, easy operating, removable wood follower. Furnished with or without locks in olive green or walnut finishes.



Wood Vertical File

Letter and Legal Sizes

	Height	Width	Depth
2 Drawer Letter Size	30½"	15¼"	28"
2 Drawer Legal Size	30½"	18¼"	28"
3 Drawer Letter Size	42"	15¼"	28"
3 Drawer Legal Size	42"	18¼"	28"
4 Drawer Letter Size	52"	15¼"	28"
4 Drawer Legal Size	52"	18¼"	28"
5 Drawer Letter Size	58½"	15¼"	28"
5 Drawer Legal Size	58½"	18¼"	28"

Write for prices.

NEW ENGLAND WOODWORKING CO.

512 East 137th Street *(Mfgrs. of Office Specialties in Wood)* **New York, N. Y.**

TAKE THE NATION'S WORD FOR PEN VALUE

It's Stratford

Reg. U. S. Pat. Off.

Half page color advertisement in the Saturday Eve. Post.

RETAILS

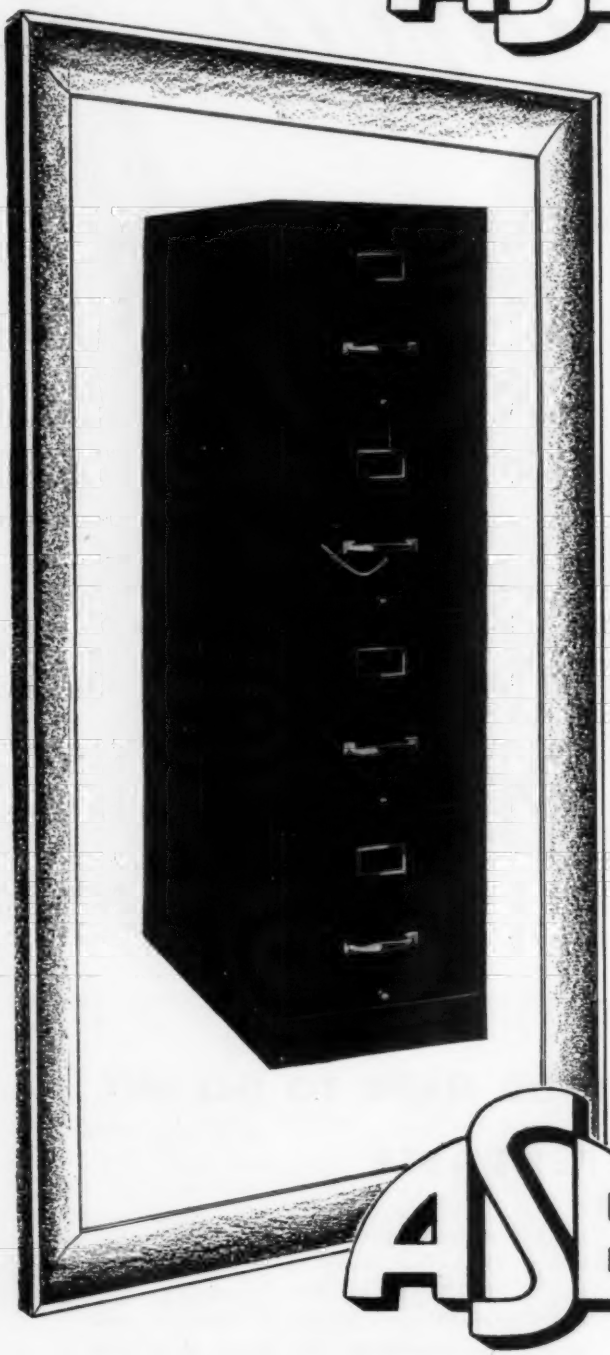
$1.25

Stratford — A GOOD NAME TO GO BUY — IT'S DEPENDABLE

What constitutes "pen value" to you? Smooth, steady writing? Quick, easy filling? Consistent dependability? Then the STRATFORD CONQUEROR should be your choice. It's a fine pen. Handsome . . . streamlined . . . modern in every phase of design and construction. Just touch its satin-smooth point to paper, and you can feel it respond instantly — almost eagerly. Try the convenient push-button filler. One stroke of your thumb, and your STRATFORD is filled to capacity. Only STRATFORD'S mass production economies make possible its astonishingly low price. Select your STRATFORD PENS today in Black, Gray, Dubonnet, or Jade Green. The Conqueror—Model 700SP.

SALZ-BROTHERS. INC. • SALZ BUILDING • NEW YORK 1, N. Y.

What Does ASE Mean to Me?



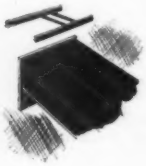
TODAY workers and management of All-Steel-Equip are producing vital materials for the fighting forces . . . but we are planning for postwar needs. Again we will bring you the popular A-S-E Line of fine steel filing cabinets and office equipment . . . it's the quality line that you will want to carry because . . .

ASE MEANS MORE PROFIT

. . . more profit because A-S-E products will be easier to sell! They will sell faster because A-S-E will offer your customers more value for their money! It's the line of nation-wide acceptance, the quick-turnover line, the line that can be your sales leader tomorrow.

ASE MEANS BETTER QUALITY

. . . because A-S-E engineers have devoted more than 31 years to the improvement of steel products, including steel office furniture. A-S-E will offer the best in features, the best in design, and the best in quality materials!



ASE MEANS FEATURES THAT SELL

. . . features usually found only on much higher priced filing equipment. Sturdy steel construction throughout for many years of dependable service! Fine locking mechanism, superior cabinet design, glide-easy drawers that operate with almost effortless ease!

ALL-STEEL-EQUIP Company, Inc.

900 CLEVELAND STREET **AURORA, ILLINOIS**

...for Every Office Purpose

Waterman's Inks are available in *any size* bottle you can think of—from gallons, quarts and pints to the individual 2 oz. Tip-Fill Bottles shown above.

Waterman's Inks are available for *any purpose* you can think of—from guarding your precious documents and records, to handling your ordinary, routine correspondence.

And remember this: When you buy Waterman's Inks, you're buying the largest-selling ink in the world—the ink made to a 50 year old formula famous for smooth writing and safe pen protection.

Ask your distributor for Waterman's Inks. He can supply you with 8 great colors—including Blue Black and Permanent Black, the Inks that "last as long as the paper they're written on."

L. E. WATERMAN CO., 344 Hudson Street, New York 13, N. Y.

Waterman's

The Ink that's right — on the Tip of Your Pen

FRIDÉN

FULLY AUTOMATIC CALCULATOR

SPEED! SPEED! SPEED! so urgently needed in Accurate Figure Work is produced by this amazing Calculator. Set both factors of any calculation . . . touch ONE KEY . . . and *presto*, the answer appears without effort on the part of operator. FRIDĒN Fully Automatic Calculators are Available when applications to obtain deliveries have been approved by the War Production Board. Telephone or write your local Fridén Representative for complete information.

FRIDĒN Mechanical and Instructional Service is available in approximately 250 Company controlled Sales Agencies throughout the United States and Canada.

FRIDÉN CALCULATING MACHINE CO., INC.

EXECUTIVE OFFICES AND PLANT • SAN LEANDRO, CALIFORNIA, U. S. A.

Again and again we say it...

"Rely on your Stationer." One impelling reason makes this the constant theme of our National advertising.

Because your Stationer is a specialist who knows the tools of *your* trade. He can speed the efficiency of your office, even in these war-harried times. He knows why MONGOL COLORED Pencils sharpen *without* crumbling. How a *choice of 3 degrees* makes for office-use efficiency. Why all Eberhard Faber Pencils and Erasers deserve your trust.

So seek his advice, and follow it. You'll find your office runs more smoothly—at less cost.

3 Degrees of Hardness

. . . An advantage of MONGOL COLORED PENCILS not offered in any other thin lead colored pencil today.

EBERHARD FABER

Leadership IN FINE WRITING MATERIALS SINCE 1849

ESCO
Products
REG. U.S. PAT. OFF.

Finer Drafting
PRECISION
for Architects Navigators
and the SCHOOLS

ESCO
Products

T-SQUARES

TRIANGLES

PARALLEL RULERS

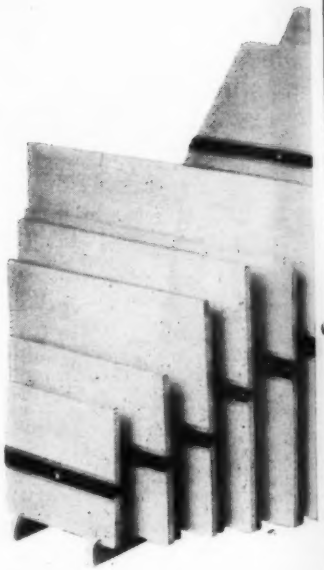
STRAIGHT EDGES

DRAWING KITS

BENCHES

DIVIDERS

COMPASSES



General Esco and the conquering ESCO corps of finest 5 ply top drafting tables.

"A Craftsman is no
WE HAVE THE TOOLS

Our DRAFTEDGE *"Symbol of Superiority"...*

Sheboygan **ENGINEERING MANUFACTURING CO.**

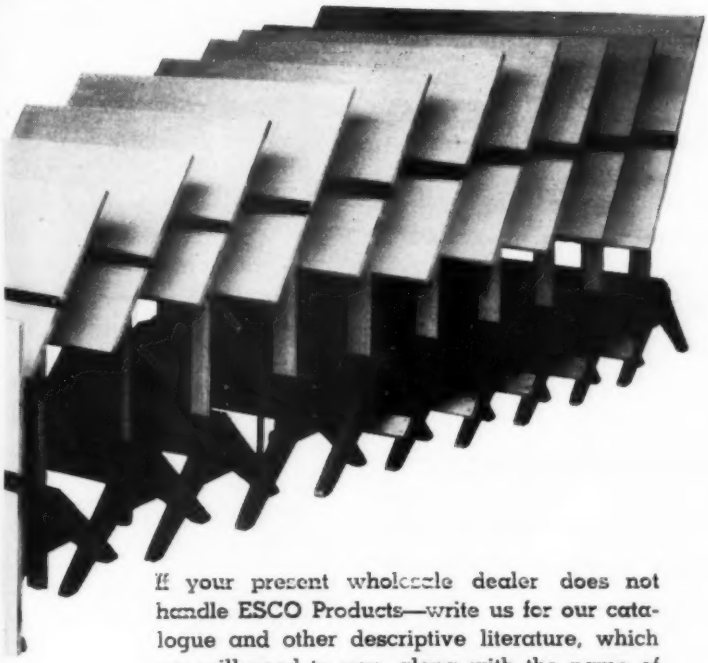
Room Equipment

INSTRUMENTS

Engineers Draftsmen Artists

OF THE NATION

ESCO
Products
REG. U.S. PAT. OFF.



ESCO
Products

NAVIGATORS KITS
MANEUVERING
BOARDS
TABLES

New! New!

ADJUSTABLE
AND
REVOLVING
DRAWING
BOARDS

If your present wholesale dealer does not handle ESCO Products—write us for our catalogue and other descriptive literature, which we will send to you, along with the name of the nearest dealer or distributor displaying our complete line.

better than his tools"

FOR DELIVERY NOW!

will be Your Post-War *"Modern Design"*

HOME OF ESCO *"Symbol of Superiority"* *Wisconsin*

Amfile

FILING NEEDS

Everything to make filing foolproof and finding easier. Guides, Folders, Cards, Binders and Tabs in a wide variety of sizes, styles and colors, to take care of any kind of business or profession. Priced right.

PROMPT DELIVERY

75 years' experience is behind the Amfile line of nationally advertised filing equipment and specialties.

Write for Catalog No. 444 illustrating, describing and pricing more than a thousand different items.

AMBERG FILE & INDEX COMPANY

1607 Duane Blvd., Kankakee, Ill.

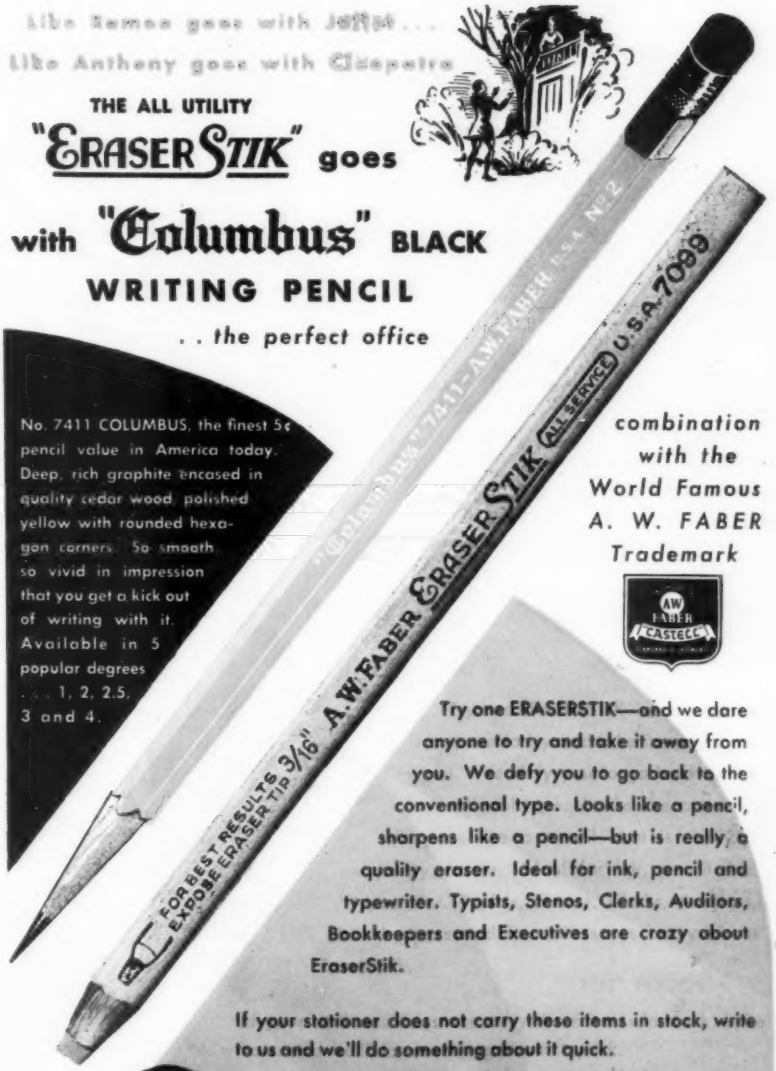
Like Romeo goes with Juliet...
Like Anthony goes with Cleopatra

THE ALL UTILITY

"ERASER STIK" goes

with "Columbus" BLACK WRITING PENCIL

. . the perfect office



No. 7411 COLUMBUS, the finest 5¢ pencil value in America today. Deep, rich graphite encased in quality cedar wood, polished yellow with rounded hexagon corners. So smooth, so vivid in impression that you get a kick out of writing with it. Available in 5 popular degrees . . . 1, 2, 2.5, 3 and 4.

combination with the World Famous A. W. FABER Trademark

Try one ERASERSTIK—and we dare anyone to try and take it away from you. We defy you to go back to the conventional type. Looks like a pencil, sharpens like a pencil—but is really a quality eraser. Ideal for ink, pencil and typewriter. Typists, Stenos, Clerks, Auditors, Bookkeepers and Executives are crazy about EraserStik.

If your stationer does not carry these items in stock, write to us and we'll do something about it quick.

A.W. FABER INC. NEWARK, N. J.

THE COMPLETE

SPEED

Swingline

FAMILY

*is again at your service**

*The Stapler with the wide-open staple channel.

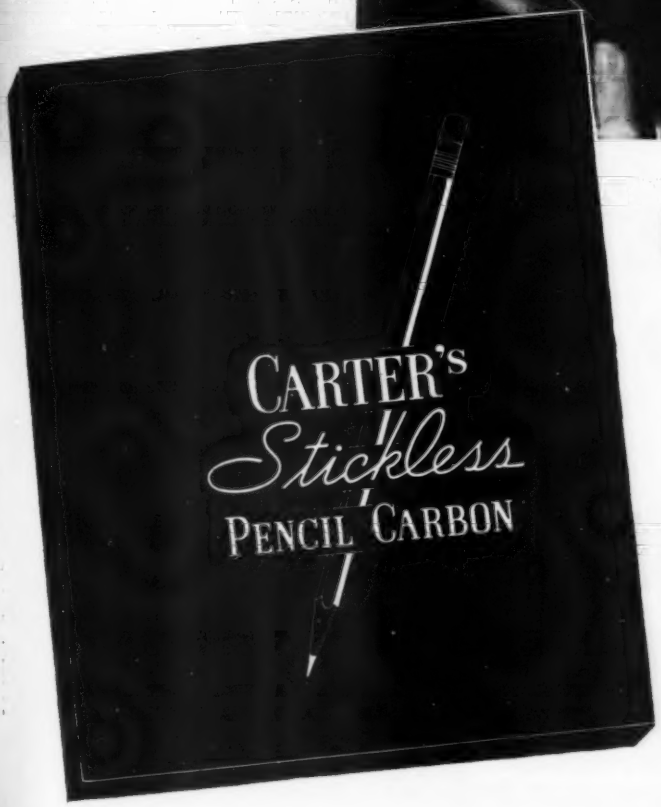
**Orders with priorities, of course, must still be given precedence.

SPEED IS THE ORDER OF THE DAY

SPEED PRODUCTS COMPANY

37-18 NORTHERN BOULEVARD • LONG ISLAND CITY 1 • N. Y.

For order books and office forms . . .



Use the Pencil Carbon that *Won't Stick!*

THERE are few offices or factories where Pencil Carbon isn't used . . . in Sales and Order Books, Autographic Register Machines, Receiving and Shipping forms and Factory and Office forms. For uses of this sort there is nothing finer than Carter's Stickless Pencil Carbon. It's long wearing, clean to use—and it won't stick. And for legibility, it's tops!

★ ★ ★

We are so proud of this carbon that we show our name on each sheet.

THE CARTER'S INK COMPANY

Boston, Massachusetts

Carbon and Ribbon Specialists

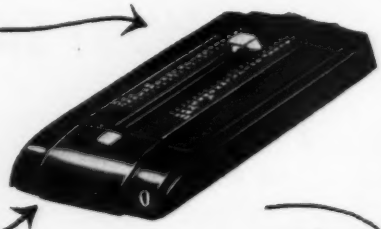
ZEPHYR AMERICAN NEWS

CONVENTION ISSUE

NEW *IMPROVED* AUTODEX

Precision Built to Watchmaker Standards

Try THE **IMPROVED** INDICATOR ARROW. NOTE ITS SMOOTH GLIDE AND **PRECISION** SELECTION OF THE PROPER PAGE.

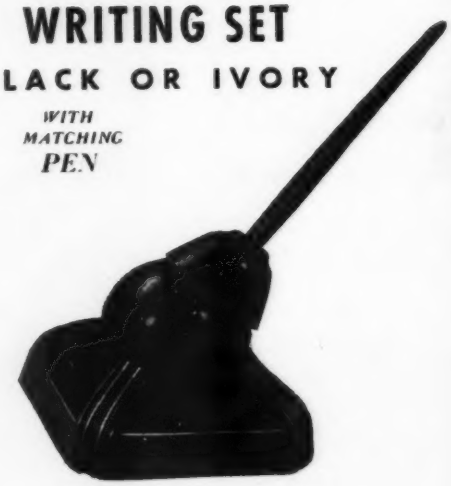


Note HOW SENSITIVE THE **IMPROVED** RELEASE BUTTON WORKS AT THE MEREST TOUCH. TRULY THE **"TOUCH CONTROL"** INDEX.

SWIVODEX WRITING SET

BLACK OR IVORY

WITH MATCHING PEN



The leader because—

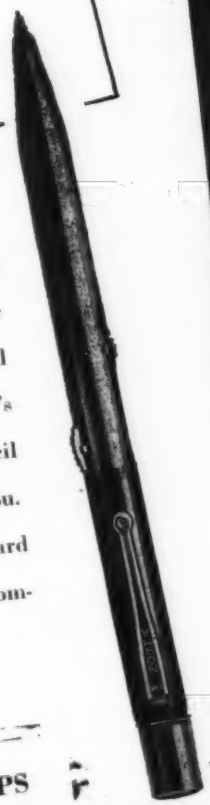
1. Ink *can't* spill out.
2. Swivodex *can't* tip over.
3. Ink *sealed* against evaporation.
4. Temperature changes *can't* affect flow.
5. Pen never rests in ink, can't collect sludge.
6. Swivels to every angle of 180° circle.
7. Magnificently designed.
8. Superb, interchangeable pen.
9. Holds 6 to 9 months supply of ink.
10. Filled without turning over.
11. Any ink can be used.

ZEPHYR AMERICAN CORPORATION
2 WEST 46 STREET NEW YORK 19, N. Y.

When pencils are NORMA-L again

NORMA

The pencil of tomorrow

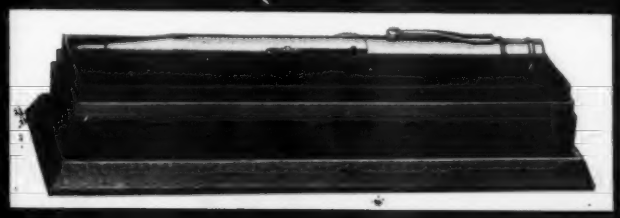


With the revocation of the War Production Board order L-227 and L-227A, limiting the manufacture of fountain pens and mechanical pencils, we feel confident that America's outstanding four-color mechanical pencil NORMA will once again be serving you. Like yourselves, we too are looking forward to an early Victory and restoration of complete pencil service.

◆

BUY WAR BONDS AND STAMPS

The pencil of tomorrow



NORMA MULTIKOLOR

39 WEST 32ND STREET • NEW YORK, N. Y.

WE MET THE CHALLENGE

WHEN, without warning, Jap bombs fell at Pearl Harbor on a day that no American will ever forget, it was something more than just a challenge to American Honor—it was a challenge to American Industry.

OUR INDUSTRY was called upon to meet the demands of the Government and the stationer. Well, a man has to have a country, so naturally the Government came first.

BOORUM & PEASE met that challenge and won the ensuing duel. We answered the Government's demand for record-keeping supplies through the Stationers of America, and at the same time succeeded in fulfilling Civilian demands.

THIS production achievement was realized mainly because of the CENTURY of Experience behind the Boorum & Pease name—a century in which Boorum & Pease has been serving the record-keeping needs of American business.

THERE is nothing glorious in our achievement. The glory belongs to those valiant men who meet the challenge of the battlefield—the men who will eventually win Victory with their blood and courage. For us, there is the consolation of knowing that we are doing the job we have been called upon to do—and doing it in the best possible way.

FOR EVERY RECORD

B&P Boorum & Pease

A WAY TO KEEP IT!

Parker Quink with Solv-x!

Have you ever made a test to find the best ink for your office?

Try it . . . you'll find there's a world of difference in inks. Some gum and clog, some fade easily, some will ruin pens and equipment.

But you will find that Parker Quink prevents metal corrosion and rubber rot because it is the only ink containing pen-protecting *solv-x*.

Solv-x actually stops pen troubles before they start!

Quink with *solv-x* is America's biggest selling ink—a brilliant, smooth-flowing, fast-drying writing fluid that is ideal for every office use.

Quink won't fade! Even after hundreds of hours in blazing sunlight, records written with Parker Quink stay clear and sharp. It resists water—it photographs perfectly!

And it costs no more than ordinary inks! Give Quink a trial—see for yourself why it is "standard equipment" in so many big offices.

Full range of colors; 7 permanent, 2 washable. At all good dealers and supply houses. The Parker Pen Company, Janesville, Wisconsin and Toronto, Canada.

Cop. 1944 b. The Parker Pen Co.

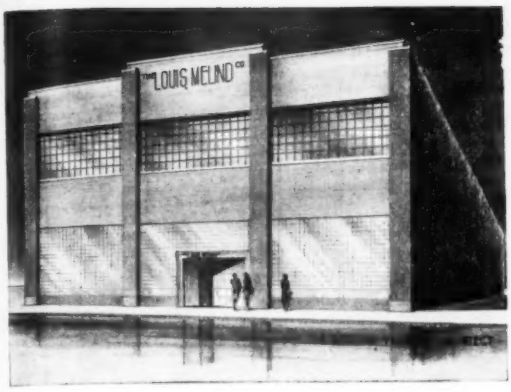
PARKER QUINK

the only ink containing SOLV-X

FREE

Attractive, colorful booklet that shows-all, tells-all about Quink with *solv-x*. Filled with facts, photographs, and testimonials . . . proof of Quink's superiority. A handy selling aid you'll want to show your prospects! Write The Parker Pen Company, Dept. 10, Janesville, Wisconsin . . . for your *free* copy today!

SECURITY
STEEL FILES
PROVIDE A SOLID BACKGROUND
FOR POST-WAR REQUIREMENTS
A LINE TO BUILD ON
Security
STEEL
OFFICE EQUIPMENT
SECURITY STEEL EQUIPMENT CORPORATION
AVENEL, N. J.



Our new plant in Chicago is believed to be the largest plant in the world for the exclusive manufacture of inks and rubber stamp pads.

From the World's Largest Ink and Stamp Pad Factory

COME

The World's Finest

INDUSTRIAL

INKS

AND

STAMP PADS

There is a stock Justrite ink that will perform perfectly on every surface you may wish to mark. These time-tested laboratory-controlled inks will help you to get the best results from your rubber stamps and other marking equipment. Here are a few of the Justrite inks your office supply dealer has in stock:

Quick Dry	**Can Marking**	**Cellophane**
Kling	**Numbering Machine**	**Print Chest**
Opaque	**Indelible (Pen)**	**Metal Layout**
Stencil	**Meat Branding**	**Drawing**
	Indelible (Stamping)	

There are no substitute or sub-standard materials used in any of our stamp pads. You will find the same high quality non-collapsible metal encased pads that have characterized our product for years.

No matter what your stamp pad requirement may be, your dealer has a stamp pad that is "Justrite".

LOUIS MELIND COMPANY

Plants at CHICAGO, ILL. and BROOKLYN, N. Y.

Offices in NEW YORK, DETROIT, CHICAGO, LOS ANGELES and SAN FRANCISCO

YOUR FUTURE . . .

Here are the product names you can bank on to help solve your future problems

Direct Name System for Correspondence Filing

EMPIRE FILES and Folders

Neutra-Tone GRAY FINISH

"Y and E" STYLE-MASTER STEEL DESKS

YAWMANOTE FILE POCKETS

Shannon FILING SUPPLIES

ACCESSO TRAYS

The EFFICIENCY DESK

DIRECT VISION EXPANDING INDEX

SORT-O-MAT

Some office equipment and supplies are sold through price appeal. Other lines depend largely on their reputation for quality. Some lines meet every need. Others fall short in the function required.

Some lines have a time tested reputation built on years of performance. Others must still prove themselves.

Products bearing the famous oval "Y and E" trademark are of a known proven quality. They have over sixty years of successful performance back of them.

Among the products bearing this mark of distinction are *Direct Name* System of Filing—*Empire* Files and Folders—*Style Master* Steel Desks—*Neutra-tone* Gray Finished Steel Desks and Files—*Shannon* Filing Supplies—*Efficiency* Desks—*YawmanotE* File Pockets, and now the new time saver, *Sort-O-Mat.*

The same skill and imagination that has made these products so outstanding is now busy creating new products to meet tomorrow's new conditions and problems.

"Y and E"

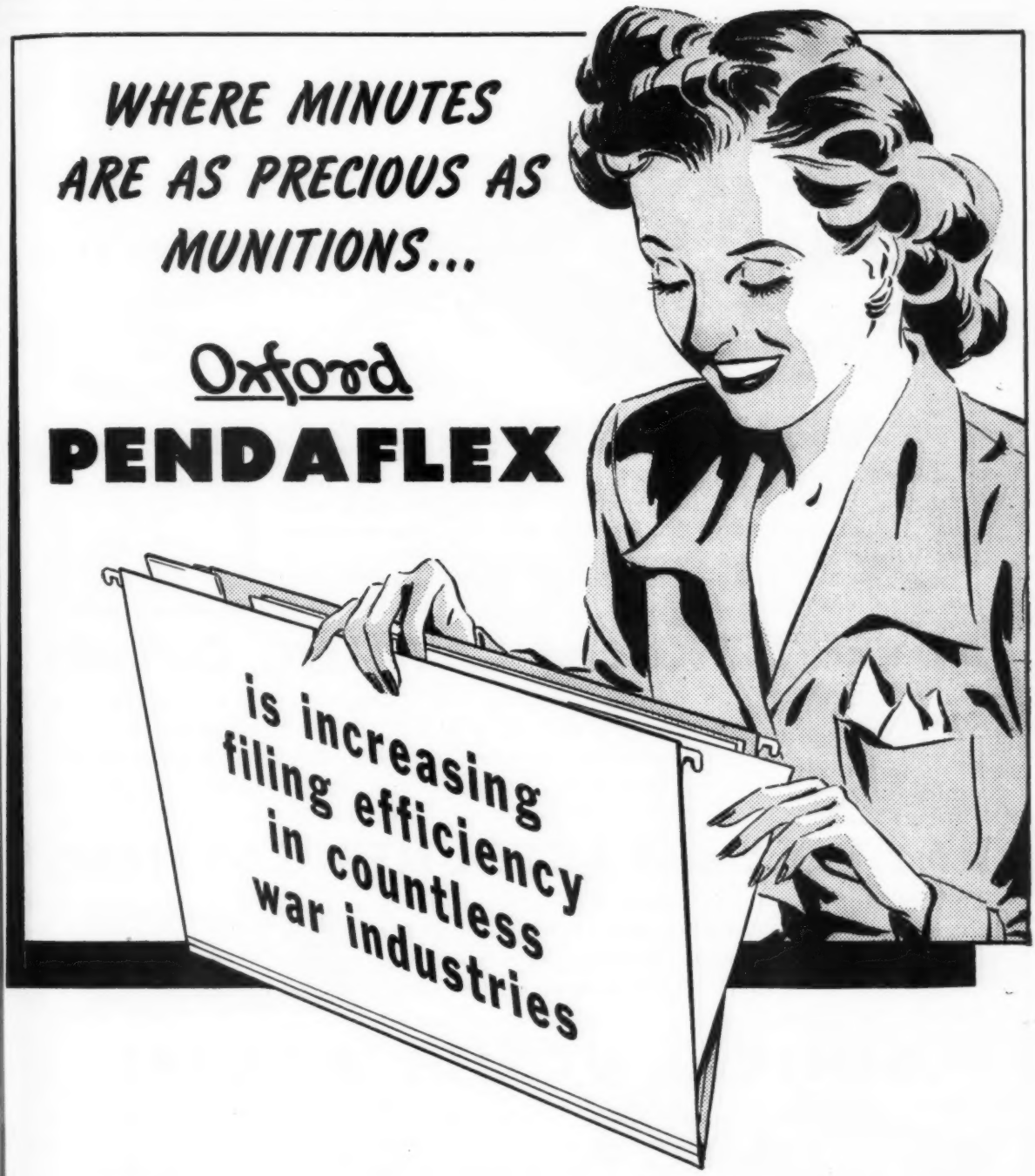
BRANCHES IN THE LARGER CITIES

AGENTS AND DEALERS EVERYWHERE

FOREMOST FOR MORE THAN SIXTY YEARS

YAWMAN AND ERBE MFG. CO.

1045 JAY STREET ROCHESTER 3, N. Y.



TODAY—Oxford Pendaflex is helping to carry the split-second war production technique into the offices of war industries.

Tomorrow — when these war industries have converted to peacetime pursuits, and thousands of competitive businesses find it necessary to operate with a minimum of waste motion and time, Oxford Pendaflex will be in tremendous demand. The folders that hang in the file will be one of the most wanted items in progressive offices everywhere.

OXFORD FILING SUPPLY CO.

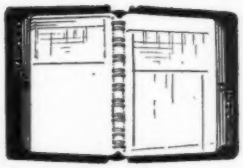
340 Morgan Ave.,
Brooklyn 6, N. Y.

125 South 8th St.,
St. Louis 2, Mo.

POSTWAR KNOCKS AT YOUR DOOR

WAR-TIME'S PROVEN EFFICIENCY AIDS

VISIBLE RECORD BOOKS

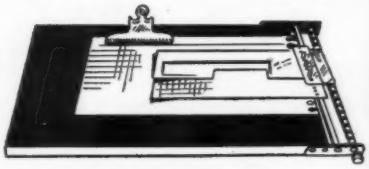


Visible Record has and is playing a major part in the control of material, production and distribution. The big war industries have found them most essential—they will be more generally used in the post war era. CESCO offer a greater range of Visible Record Books—Automatic Shift and Non Shift types, hundreds of stock forms.

ADVERTISING and CATALOG COVERS

Most manufacturers are planning new lines, new catalogs, new price lists and sales manuals—and they will require Loose Leaf Binders. CESCO Advertising Covers are custom built. Available in many styles and bindings—smart cover designs and conveniently operated devices.

PAY ROLL and ACCOUNTING SYSTEMS



The post war period will inspire short cuts and labor saving methods in record keeping. CESCO provides a wide variety of improved accounting forms, including ONE-TIME WRITING Pay Roll systems—four operations in one posting.

GENERAL UTILITY BINDERS

The CESCO Line comprises a complete range of all types of binders for office and factory work—Post Binders, Ring Books, Prong Binders, Ledger Covers, Transfer Systems—Many pre-war styles now available.

[CATALOGS AND QUOTATIONS ON REQUEST.]

LOOSE LEAF Cesco EQUIPMENT

The C.E.SHEPPARD CO.

44-01 21ST. STREET, LONG ISLAND CITY 1, N.Y.

MR. OFFICE MANAGER

BUY Scripto LEADS

This New, Modern Way

10 DEGREES	
2B (1) VERY SOFT	
B (1½) SOFT	
HB (2) MED. SOFT	
F (2½) FIRM	
H (3) HARD	
2H (3½) HARD	
3H (4) HARD	
4H (4½) HARD	
5H (5) HARD	
6H (5½) VERY HARD	

Your entire personnel will enjoy peak writing efficiency when you select for them a Scripto lead scientifically designed to fit the requirements of their own occupations. Study the chart shown here and you will immediately see that Scripto offers leads for every type of work. You will also want a supply of Scripto colored leads for making maps, charts and for special checking. Scripto Leads fit all mechanical pencils made to hold standard diameter (.046-inch) leads. Order them from your office supply dealers who are also ready to serve you with Scripto erasers and world famous Scripto Pencils.

CHOICE OF 17 POPULAR COLORS

Red, Dark Red, Blue, Light Blue, Special Blue, Green, Yellow, Orange, Brown, Purple, White, Silver, Heliotrope, Indelible Hard, and Indelible Medium, Blue Copying and Purple Copying.

USES FOR SCRIPTO LEADS

HB TO 2H
AUDITORS
ACCOUNTANTS
BOOKKEEPERS
CARBON COPIES
ORDER CLERKS
SALESMEN

HB TO 6H
ARCHITECTS
ENGINEERS
DRAFTSMEN

H TO 6H
PHOTOGRAPHIC
RETOUCHING

2B-B-HB
STENOGRAPHERS
SECRETARIES
GENERAL USE
V-MAIL

2B TO 6H
ARTISTS

Choice of Colors
ARTISTS
ACCOUNTANTS
MAPS
BLUEPRINTS
METAL MARKING

COPYING LEADS
FOR DUPLICATING MACHINES

Scripto Quality Leads are to mechanical pencils what good ink is to fountain pens. Identify them by the red circle on the pack

ORDER FROM YOUR OFFICE SUPPLY DEALERS

BUY WAR BONDS

SCRIPTO MANUFACTURING COMPANY ATLANTA, GEORGIA

Stow-Davis Convertible desk shown here with executive conference top designed for greater working surface

STOW-DAVIS for

LEADERSHIP–QUALITY–DISTINCTION

Fine Office Furniture

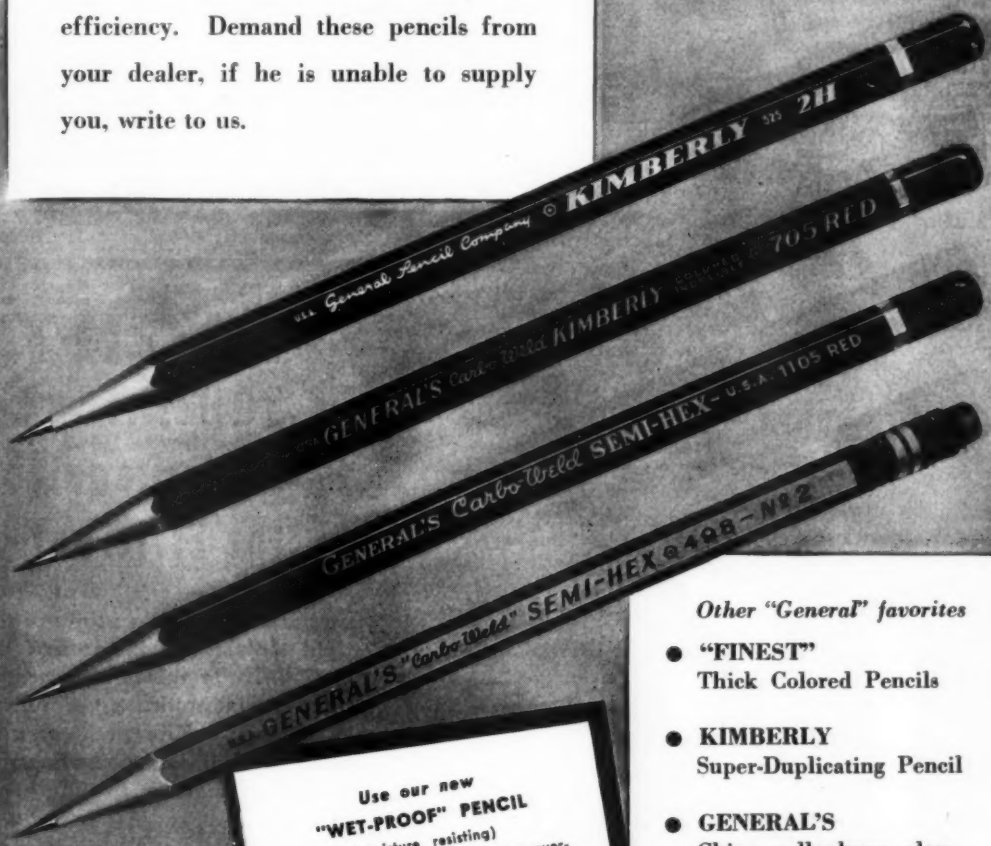
Leadership in advanced developments . . . ***Quality*** of workmanship and materials . . . ***Distinction*** in design . . . are always predominant in Stow-Davis products. Our present production of fine office furniture has been considerably curtailed due to war conditions. We are however actively anticipating the time when we can again devote our entire efforts to meeting the requirements of America's finest offices.

STOW & DAVIS FURNITURE COMPANY — GRAND RAPIDS 7, MICHIGAN

GENERAL'S *Quality*

CARBO-WELD PENCILS

The increasing and steadfast popularity of these Pencils is an undeniable indication of their dependable quality. Stronger, longer lasting Carbo-Weld leads have made them favorites for economy and efficiency. Demand these pencils from your dealer, if he is unable to supply you, write to us.



Use our new "WET-PROOF" PENCIL
(moisture resisting)
in great demand for addressing overseas packages, batch, nursery and shipping tags, checking records outdoors, etc.

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- **"FINEST"** Thick Colored Pencils
- **KIMBERLY** Super-Duplicating Pencil
- **GENERAL'S** China, cellophane, glass and metals marking pencil (*paper wrapped*)
- **KIMBERLY** Copying Pencils
- **KIMBERLY** Erasers

Makers of fine Pencils since 1889

General Pencil Company

JERSEY CITY • NEW JERSEY

TO A BUSINESS MAN
A Jasper Desk
TO A DRAFTSMAN
A DRAFTING BOARD

RIGHT EQUIPMENT - - - Basic Requirement for Efficient Work

No matter how clever the workman, the right tools contribute to the success of his job. Every vocation is earmarked by some special implement of indispensable importance. The desk occupies this niche in the life of the business man . . . a drafting board in the life of a draftsman.

The business man needs a JASPER DESK . . . gives him the benefits of a truly efficient and attractive desk. This is the certain path to happy manufacurer-dealer-customer relationships.

THE JASPER DESK COMPANY
JASPER, INDIANA

"This, too, will pass away"

Drop that cyanide tablet, Mr. Office Manager, and remember the old legend: Once upon a time, a king challenged his wise men to write one sentence which would apply to all things, at all times. And the wise men came up with the line, "This, too, will pass away." So you can apply it to your present problems of wartime office confusion. And you'll see it pass more quickly if you send for—

ART METAL'S
"MR. EXPEDITER, O. D."

The "O.D."—which means Doctor of Offices—is the title of a man whose profession is curing snarled-up offices of their confusion. After the war, when needed equipment may once more be had, he'll do a marvelous job. But even today he'll be able to help you iron out office tangles.

And in the matter of postwar office planning, Art Metal's Mr. Expediter is a bit of a modern Merlin. Why not ask him in—no charge, of course!—and see what he can do to smooth out your present operations? Ask also to see his idea-ful book, "Manual of Desk Drawer Layout." Just call your local Art Metal branch or dealer, or write Art Metal Construction Co., Jamestown, New York.

Makers of
ART METAL STEEL OFFICE EQUIPMENT **POSTINDEX VISIBLE RECORDS**
***WABASH FILING SUPPLIES**
*a subsidiary company

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Art Metal
Jamestown, New York
U.S.A.

POSTINDEX

SYSTEMATIZED EQUIPMENT AND RECORDS FOR BUSINESS

HELPFUL LITERATURE

Planning Work-Space and Office Efficiency

Practical ideas for space economy and operational efficiency in your post-war office are set forth in the fifth printing, revised and expanded, of *"Office Standards and Planning Guide"*. This truly helpful booklet is a genuine guide to conservation of time, energy and space. Such problems as these are solved for you: minimum, practical work-space for each employee; space to be allowed for filing cabinets; what's a good day's work for a filing clerk; auditing work of the filing dept; planned desk-drawer arrangements; wage incentives in clearical work. *Request a copy on your business letterhead (see address below).*

Personal Desk Efficiency

Like a battleship, a desk should be cleared for action at all times. A desk can only be "cleared" for work if properly arranged for the particular job. The Art Metal "Manual of Desk Drawer Layout" illustrates fourteen different combinations of drawers and fittings in standard desks to suit the job requirments of department heads, executive, and clerical workers. *You may have a copy by requesting it on your letterhead (see address below).*

Office Managers' Aid

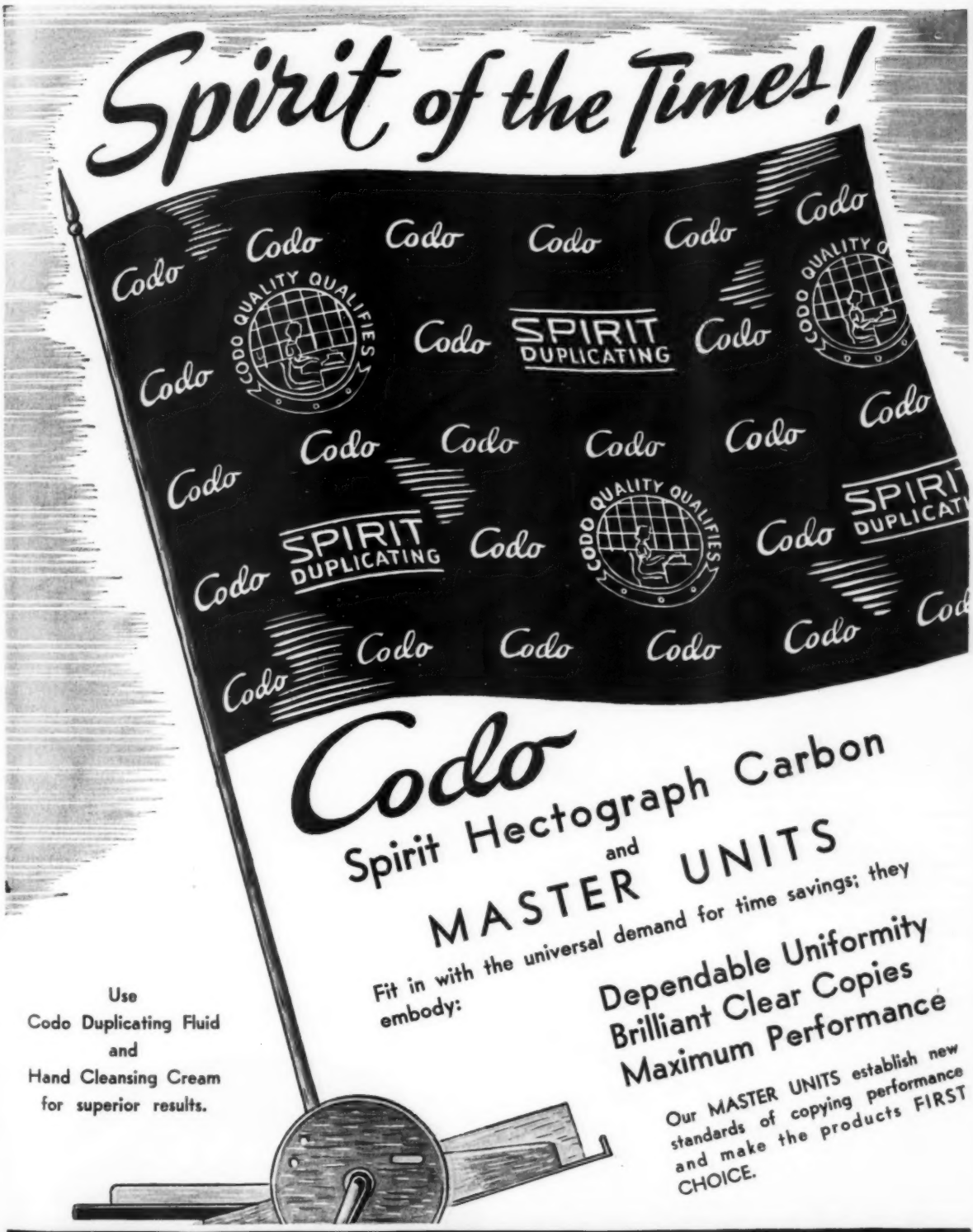
The "Office Economist" is a magazine of ideas for the office, published bi-monthly by the Art Metal Construction Company. If you are concerned with problems of office management, or interested in better equipment and better arrangement for progressive work-flow in the office, your name will be added to the mailing list by requesting same on your business letterhead (*see adddress below*).

ART METAL
CONSTRUCTION COMPANY
1000 Gifford Ave.
JAMESTOWN, N. Y.

VENUS *for Value*

VENUS VELVET ★ VENUS DRAWING ★ VENUS UNIQUE ★ VENUS COLORING

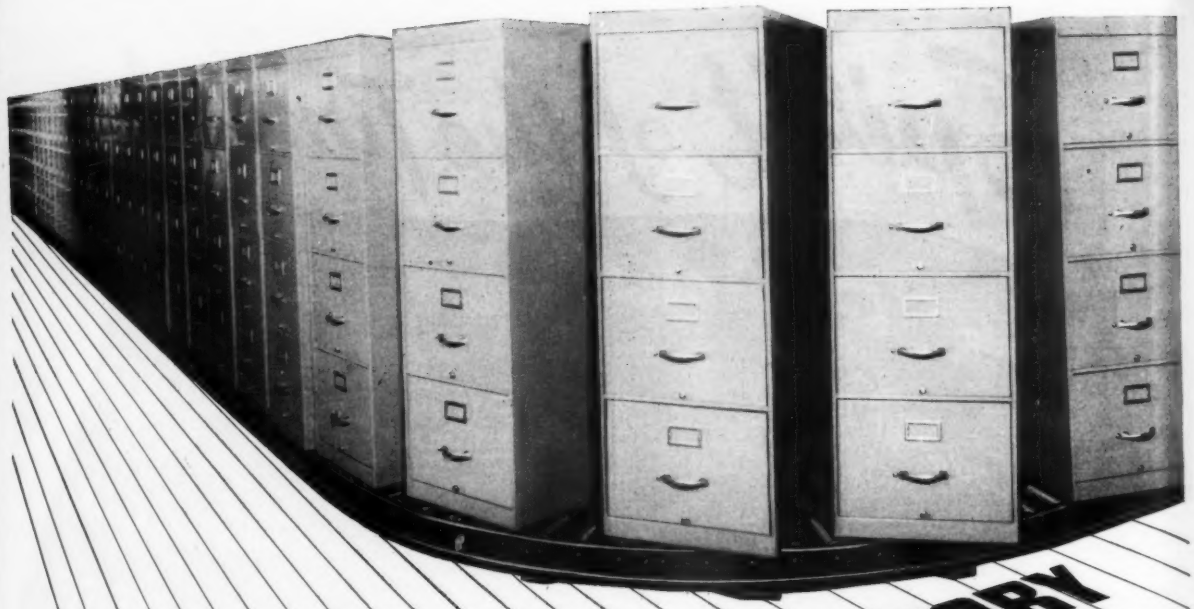
American Lead Pencil Company, New York, N. Y.



Codo MANUFACTURING CORP.

529 South Franklin St., Chicago 7 — 270 Lafayette St., New York 12

Factory: Coraopolis, Pa.



FILES FOR VICTORY = PROFITS FOR YOU

H. R. Stephenson, Owner of the H. R. Stephenson Company, Cleveland, Ohio, writes: "We owe a great deal of our success in past years to the Browne-Morse Company. Their alertness to accept new ideas and suggestions from the dealer has been an inspiration which will carry us to an even more successful future after the war"

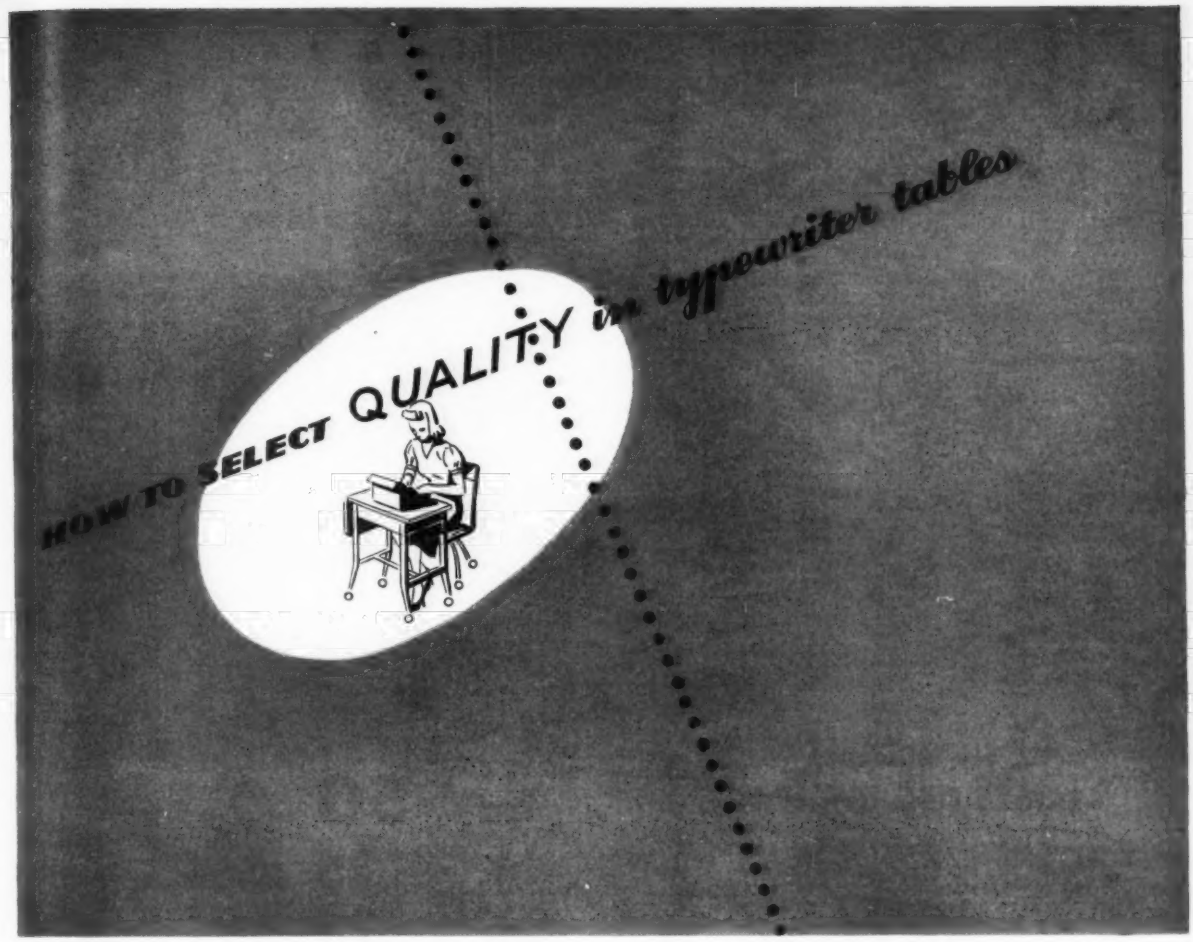
Today, vast quantities of equipment for the biggest, most competitive, most urgent business in the world are rolling off this and similar Browne-Morse production lines. When the business of war is ended, those same lines will turn out like products for your peacetime business . . . with the same volume, quality and speed. Reconversion is no problem to Browne-Morse . . . prompt delivery of office equipment will be no postwar problem to their dealers. For early peacetime profits . . . **WATCH BROWNE-MORSE.**

after victory STEEL FILES

always THE BEST FILES

BROWNE-MORSE

MUSKEGON, MICHIGAN



IF it's quality you're looking for in office equipment, then look for equipment made with parts of Masonite* Presdwoods—the light, strong, grainless hardboards that make good products *better.*

Mr. F. B. Murray, President of Maso Steel Company, Chicago, reports sales of a hundred thousand typewriter tables made with clatter-absorbing tops of Masonite Presdwood. He says, "We have never had one complaint on our table tops."

Small wonder, because Masonite Presdwoods never splinter; they are permanently snag-proof; they have an enduring natural finish. They are ligno-cellulose hardboards, made from exploded wood, and strong two ways.

This is Maso Steel's pre-war typing stand, with top of grainless Masonite Presdwood. (When steel went off to fight, these metal frames were replaced by wood, but Masonite Presdwood stayed right on top.)

"Masonite" is a trade-mark registered in the U. S. Pat. Off., and signifies that Masonite Corporation is the source of the product.

WHEN IT'S MADE WITH MASONITE PRESDWOOD, IT'S BETTER QUALITY

MASONITE* CORPORATION

Reg. U. S. Pat. Off.

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Readers of
"OFFICE EQUIPMENT DIGEST"

...CASH IN ON YOUR *Ideas* FOR POST-WAR OFFICE APPLIANCES

WIN ONE OF THESE PRIZES

1st	$250	WAR BOND
2nd	100	"
3rd	50	"
4th	25	"
5th	25	"
6th	25	"
7th	25	"

CONTEST

CLOSES DEC. 15th, 1944

All entries must be in and postmarked before midnight December 15, 1944. Winners will be announced as soon as possible thereafter and the judges will attempt to have their decisions in in time to have the prizes awarded before December 25. There is no time to lose. Start your entry on its way today.

JUDGES

The judges of this contest will be one of the officers of Precise Development Company, one of the editors of OFFICE APPLIANCES, and a representative of Engel Advertising Incorporated. No entries from contestants affiliated with any of these three companies will be considered in this contest.

Just Follow These SIMPLE RULES

You needn't be an engineer or a draftsman to enter this contest. All you have to do is to explain in a letter the ideas which you have regarding a modernized post-war office appliance. The merit of your idea will be judged solely by its practicability and the need for an appliance of the type you describe in the post war market. If you can explain yourself better in sketches, please send them with your letter. This is not essential, however, because on any ideas submitted our judges will contact you if they require further details. Your ideas may embody the use of wood, metal or plastics or any other form of material that will be available in the post-war period. Applicants are not limited to the number of entries they may send in . . . so get going now and win for yourself one of the substantial prizes listed above. All material submitted will be returned to contestants after contest closes. Address all entries to Dept. 10.

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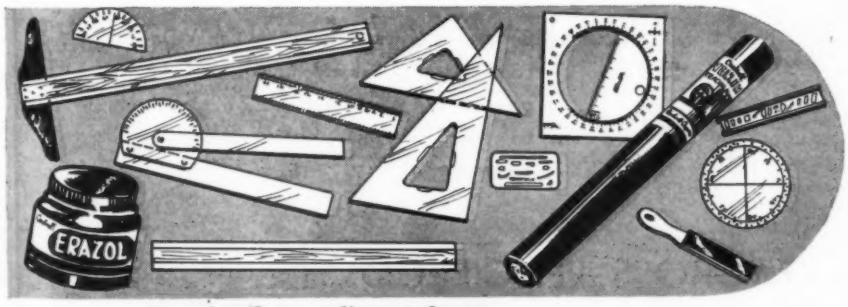

Write for Drawing Material Catalog

Cardinell Corporation

MONTCLAIR, NEW JERSEY

Pencils by CROSS . . .

In Rolled Gold Plate and
Sterling Silver

America's Most Exclusive Line of Gift Pencils

Still Give Way to Wartime Demands

While guns roar on far flung battlefronts . . . while battleships of the air still drop their deadly cargo on the enemies of freedom . . . pencils by Cross may be hard to find. Because men and women who once made these dainty gift pencils are using their skills to bring victory nearer and because materials must fight as well as men, only a limited number of pencils can be made.

Pencils BY CROSS EST. 1846

But Peace is on the way. When V-Day comes, this familiar emblem and the product for which it stands, will again be found in their rightful place of leadership.

A. T. CROSS PENCIL CO.

Established 1846

America's Oldest Pencil Manufacturer

53 Warren Street **Providence 7, R. I.**

McGillicudy and his dog!

Walking past McGillicudy's office, Mr. Wasley, Vice President of Quality Park, looked in and there was McGillicudy on one side of the desk with his pet dog sitting on the other side—a checkerboard between them. McGillicudy made a move, the dog jumped two of Mac's men off the board. Mr. Wasley stared astounded. "Why, Mac," he said, "that must be the smartest dog in the world." "I wouldn't say that," replied Mac, "I beat him two games already."

★

QUALITY PARK
ENVELOPE COMPANY

General Office and Factory
Quality Park
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Chicago Office and Warehouse
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Chicago 6, Illinois

Yesterday, TODAY and TOMORROW

This Trademark is
Your Guarantee of

JASPER CHAIR CO.
Jasper
JASPER, IND.

"THE RIGHT CHAIR AT THE RIGHT PRICE"

Users everywhere have commended the "V" Number of the JASPER CHAIR COMPANY for filling an urgent wartime demand for dependability and comfort. . . . Built with a wood swivel and a minimum of vital materials this chair reflects what superior workmanship can accomplish under difficult conditions. Whatever your chair requirements are for the executive, for the stenographer, or for general office use you'll find the answer in the JASPER CHAIR COMPANY line.

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JASPER INDIANA

Geo. A. Litchfield, Sales Mgr., Jasper, Ind.

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A vital paper missing may cause loss of time and money—may blank-out a meeting essential to your business. That's why successful executives guard against misfiling and demand the nationally famous G/W "Safeguard" System. For here's a filing plan that provides a complete set of guides and folders arranged according to a clear, common-sense method—making filing and finding swift, easy, accurate.

For superb efficiency, combine "Safeguard" filing with the smooth operation of G/W Wood Files. See your G/W dealer or write The Globe-Wernicke Co., "*Headquarters for Modern Office Engineering,*" Cincinnati 12, Ohio.

BUY THAT WAR BOND NOW

*Pronounced Find-i-tis, and means inability to find what you file.

GLOBE-WERNICKE

FILING EQUIPMENT AND SYSTEMS

Visible Record Systems
Office Furniture
Bookcases
Stationers' Supplies

LOOK IN THE FILE

Whenever you see a folder like this

Buy A SET OF WABASH MONTHLY FOLDERS AND SPECIAL NAME GUIDES

1. Business firms with overcrowded folders (like the above) in their active files will readily recognize the value of WABASH Monthly Folders and Steel Tab Special Name Guides for their most active customers.

2. When discussing Transfer needs with your supplier, show the index now in use. The salesman's experience will enable him to make definite suggestions for improving the service of your files.

Have you sent for a free copy of the informative "Record Control Folder"?

Wabash

FILING SUPPLIES, Inc.

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Subsidiary of Art Metal Construction Company

HERE'S PERFECTION WITH A CAPITAL T!

T for Ticonderoga - the smoothest writer on paper. Its fine, strong, uniform lead - like an ideal employee - whizzes through a pile of work in a business day. Ticonderoga has a GENUINE RUBBER TIP held tightly in a double yellow-banded green plastic ferrule. As one quantity buyer to another - this great pencil has the stuff!

The fine American pencil with the fine American name . . .

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Joseph Dixon Crucible Co., Dept. 6-J9, Jersey City 3, N. J.

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ESTABLISHED 1881

FINE CARBON PAPERS & INKED RIBBONS · PARK RIDGE, NEW JERSEY

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Cardineer sets new standards of efficiency and economy in handling office and factory records. Saves 40% or more in operator personnel. Houses more records, more conveniently, in less space. Immediate delivery on four models with capacities from 1,200 to 15,000 or more cards per unit.

With the companion products below, Diebold meets every need for record keeping and protective equipment. Phone, wire or write for details.

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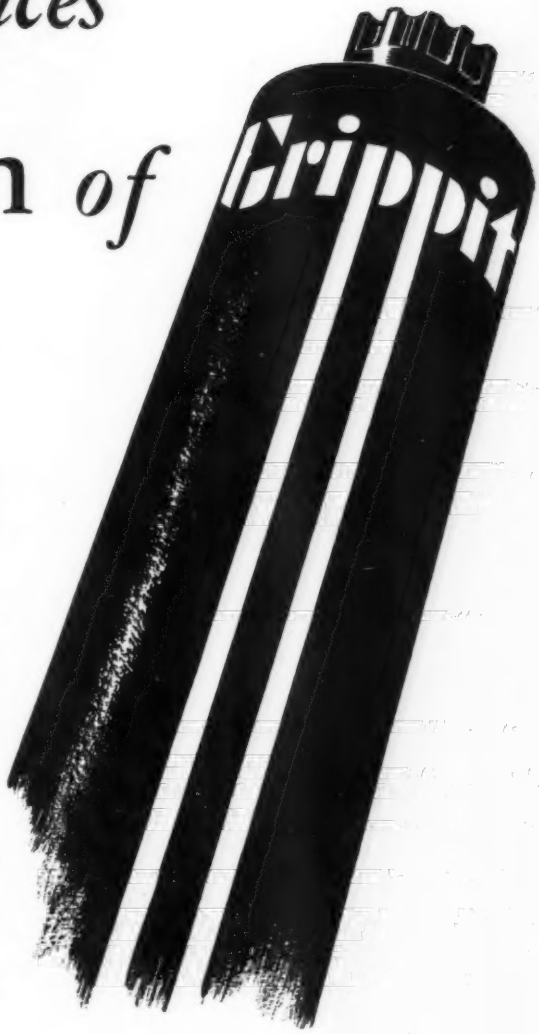
CANTON 2, OHIO
Offices and Dealers in all Principal Cities

Harriman-Welts

announces

the Return *of*



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Real Grippit — not a war-time substitute. Harriman-Welts pledged that the Grippit name would be placed on no other product than genuine Grippit.

Better Grippit — in nation-wide use since 1920 and steadily improved with the progress of chemistry, Grippit is again improved: better ageing and keeping qualities, a better bond Although war suspended manufacture, research continued.

Delivery — tubes and bottles in production quantities will begin to roll off the line in thirty days.

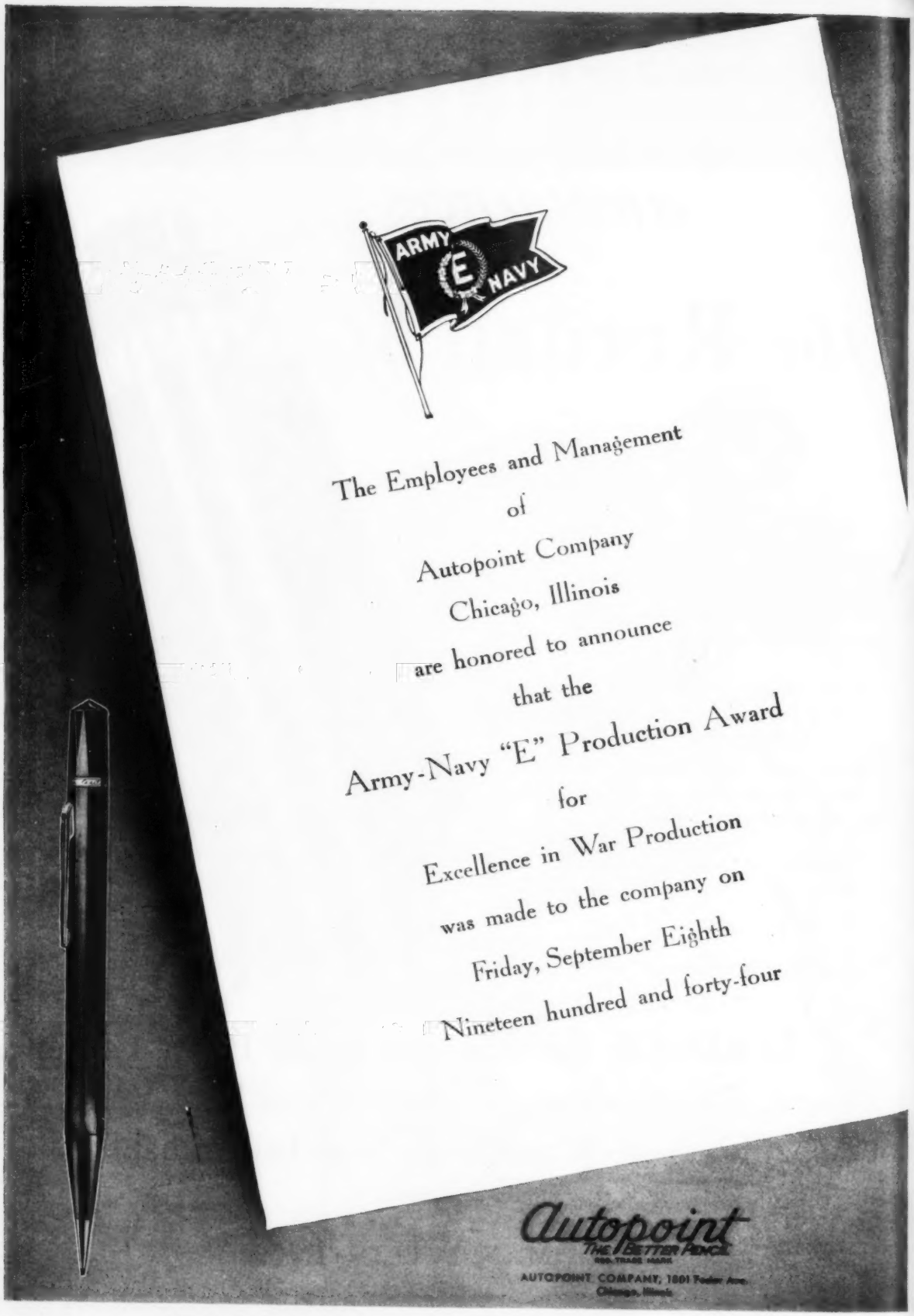
We are prepared now to answer inquiries.

GRIPPIT, the first and finest Paper Cement, Cleanest, Transparent, Uniform, Stainless, Versatile, Detachable, Non-Wrinkling, Non-Inflammable.

•

HARRIMAN-WELTS, INC.,

In a new and larger plant at . . . HAVERHILL, MASSACHUSETTS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Excellence in War Production
was made to the company on
Friday, September Eighth
Nineteen hundred and forty-four
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THE BETTER PENCIL
REG. TRADE MARK
AUTOPOINT COMPANY, 1801 Fowler Ave.
Chicago, Illinois

OFFICE EQUIPMENT Digest

Edited for PURCHASING AGENTS, CONTROLLERS & OFFICE MANAGERS

OCTOBER, 1944

Volume 5 No. 10

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Published monthly by
ANDREW GEYER, INC.
Established 1877
260 FIFTH AVENUE, NEW YORK 1

M. A. Geyer, President; James E. Neary, First Vice-President; Donald McAllister, Second Vice-President; T. V. Murphy, Editor, and Hugh Ward, Advertising Manager.

THAT MAN IS BACK AGAIN!

★ YES, the salesman for office supplies and equipment is getting around again, with news of something to sell or something soon to be sold. As the barriers which impede the manufacture of items needed by the office are removed one by one, our friend comes back on the job, reminding us of the imminent resumption of the normal relationship between seller and buyer.

He comes opportunely, with respect not only to the filling of current shortages but to that planning for the future which most offices are already getting under way. Even those offices which because of their connection with vital war activities enjoyed the high priorities needed for maintenance at or near top efficiency have to face the problem of change-over to peace-time requirements.

The ambassadors of sales, from dealer or manufacturer, can help greatly with this planning. They are primed with the information which the purchasing agent wants on new products and improved old ones, and the specific application of them to office functioning. They can cite parallel experiences in other offices which will light the way to solution of many a bothersome problem.

He's a useful visitor—that man who is around again. Make good use of him!

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1. Check the advertisements in which you are interested on the list below.
2. Write your name, firm name, and address in the space provided.
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ADVERTISEMENTS IN THIS ISSUE

Check advertisements regarding which you wish more information.

—Acco Products, Inc. 102
—Ace Fastener Corp. 35
—Acme Bulletin & Directory Board Corp. 125
—Acme Visible Records, Inc. 34
—Acouster Co., The 104
—Agency Paper Co. 24, 25
—Aigner Co., G. J. 101
—All-Steel Equipment Co., Inc. 40
—Amberg File & Index Co. 46
—American Dictating Machine Co. 97
—American Pencil Co. 64
—Art Metal Construction Co. 63
—Autocopy, Inc. 118
—Automatic Pencil Sharpener 103
—Autopoint Co. 78

—B. B. Chemical Co. 110
—Bainbridge, Kimpton & Haupt, Inc. 116
—Barkley & Co., C. L. 106
—Bates Mfg. Co. 3rd Cover
—Beach Publishing Co. 126
—Blaisdell Pencil Co. 33
—Boorum & Pease 52
—Brown & Bro., Arthur 121
—Browne-Morse Co. 66
—Burroughs Adding Machine Co. 98

—Cardinell Corp. 69
—Carter's Ink Co., The 49
—Cel-U-Dex Corp. 123
—Codo Mfg. Corp. 65
—Columbia Ribbon & Carbon Mfg. Co., Inc. 3
—Consolidated Staple Co. 108
—Cook Co., H. C. 102
—Corry-Jamestown Mfg. Corp. 4
—Cram Co., Inc., George F. 14
—Cramer Posture Chair Co. 12
—Cross, A. T. Pencil Co. 70
—Curry, Inc., Samuel F. 126
—C-Thru Ruler Co. 112

—Daco Card & Index Co., The 119
—Dawn Mfg. Corp., The 119
—Delbridge Calculating Systems, Inc. 123
—Dennison Mfg. Co. 8
—Diebold, Inc. 76
—Dixon, Joseph, Crucible Co. 74, 111, 113, 115
—Doppelt, Charles & Co. 121

—Eagle Pencil Co. 27
—Educational Exhibition Co. 121
—Engel Art Corners Mfg. Co. 125
—Engineering Sales Co. 44-45

—Eraser Co., The 113
—Esterbrook Pen Co., The 105
—Eureka Specialty Printing Co. 96

—Faber, Inc., A. W. 47
—Faber Pencil Co., Eberhard 43
—Federal File Envelope Co. 122
—Feldco Loose Leaf Corp. 36
—Fifth Avenue Building 32
—Friden Calculating Machine Co., Inc. 42
—Fulton Specialty Co. 103

—General Fireproofing Co. 30-31
—General Pencil Co. 61
—Globe-Wernicke Co., The 73
—Graff Co., George B. 115

—Hall-Welter Co. 119
—Harriman-Welts, Inc. 77
—Heyer Corp., The 37
—Hiatt-Bush Co. 121
—Higgins Ink Co., Inc. 97
—Hoosier Desk Co. 10
—Hotchkiss Sales Co. 100
—Hunt Pen Co., C. Howard 96
—Hyman & Sons, L. 99

—Industrial Tape Corp. 17
—Inkograph Co., Inc. 117
—International Bronze Tablet Co. 126
—International Plastic Corp. 112

—Jasper Chair Co. 72
—Jasper Desk Co. 62

—Koh-I-Noor Pencil Co., Inc. 106

—Majestic Looseleaf Co. 126
—Markwell Mfg. Co., Inc. 114
—Masonite Corp. 67
—Mastercraft 29
—May Co., J. L. 107
—Melind Co., Louis 55
—Minnesota Mining & Mfg. Co. 13
—Mittag & Volger, Inc. 75
—Moore Push-Pin Co. 114
—Morilla Co., The 118
—Mounties, Inc. 126

—Nascon Sales Corp. 11
—National FiberstoK Envelope Co. 99
—National Merchandising Co. 124
—National Pencil Co. 101
—Neva-Clog Products, Inc. 2nd Cover
—New England Woodworking Co. 38
—Norma Pencil Co. 51

—Old Town Ribbon & Carbon Co., Inc. 9
—Oxford Filing Supply Co. 57

—Parker Pen Co. 53
—Plastex Co. 126
—Post Co., Frederick 16
—Precise Development Co. 68

—Quality Park Envelope Co. 71

—Red Feather Products, Ltd. 5
—Regalia Mfg. Co. 118
—Reliance Pencil Corp. 109
—Rite-Rite Mfg. Co. 126
—Rockwell-Barnes Co. 18
—Ross-Gould Co. 7

—Salz Brothers, Inc. 39
—Sanford Ink Co. 15
—Schlegel Mfg. Co., The 117
—Schollhorn Co., The Wm. 124
—Scripto Mfg. Co. 59
—Security Steel Equipment Corp. 54
—Seneca Rulers, Inc. 109
—Sengbusch Self-Closing Inkstand Co. 111
—Shaw-Walker Co., The 19-22
—Sheaffer Pen Co., W. A. 95
—Sheboygan Chair Co. 120
—Sheppard Co., C. E. 58
—Speed-O-Print Corp. 108
—Speed Products Co. 48
—Staedtler, Inc., J. S. 105
—Stationers Loose Leaf Co. 6
—Stewart & Co., Inc., R. A. 107
—Stow & Davis Furniture Co. 60

—Tax Publications Co. 119
—Technygraph Co., The 117

—Underwood Elliott Fisher Co. 4th Cover
—U. S. Bronze Sign Co. 124
—U. S. Luggage & Leather Goods Co. 119
—U. S. Victor Fountain Pen Co., Inc. 100
—Utility Stationery Stores 26
—Universal Office Equipment Co. 126

—Victor Adding Machine Co. 28
—Vogel Peterson Co., Inc. 118

—Wabash Filing Supplies, Inc. 74
—Waterman Co., L. E. 41
—Webster Co., F. S. 23
—Wilson Memindex Co. 125
—Wonder Lock Co. 124
—Write, Inc. 117

—Yawman & Erbe Mfg. Co., Inc. 56

—Zephyr American Corp. 50

Some of New York's offices at nightfall

Planning the Office for Post-War

By Kenneth H. Ripnen

★ PLANNING for the post-war office should be highly stimulating inasmuch as it will be built, equipped, and serviced utilizing many materials which exist today but which we have been deprived of by war restrictions, many other materials produced in the laboratories and factories of the nation during our forging of the weapons of war, and in addition to these materials, many a valuable idea, too, born of our war-time experience and heretofore unavailable to the average office.

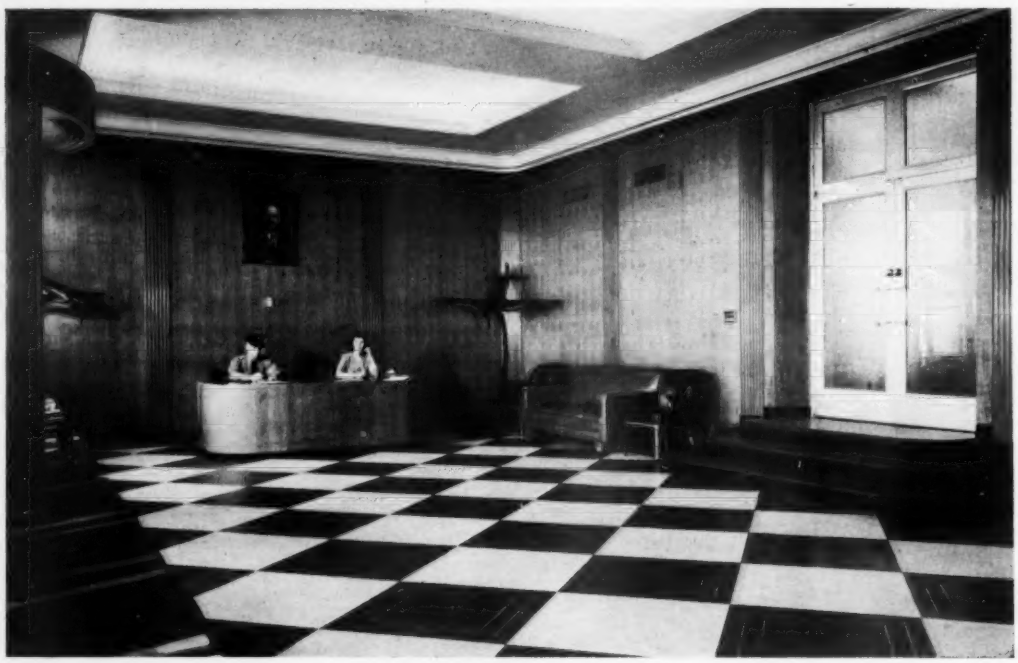
Just to change over from a war-time economy to one suited to peace will require a vast amount of office work. The direction of our peace-time economy after the conversion will be impossible without well-staffed offices operating at maximum efficiency. For the handling of this office work we are going to see in the post-war office many an idea drawn from factory experience during the war.

We are going to see more programs to train and to retain office workers. We are going to see more consideration given to the physical welfare and the comfort of employees, involving use of the latest developments in air conditioning, acoustical treatment, and lighting. More attention will be paid to getting proper color schemes for office space. The arts of music, painting, sculpture, and even landscaping will be drawn upon to create a stimulating background for work. Facilities for eating, recreation, medical attention, and parking will be other factors up for consideration in the construction of office buildings and the planning of office space. Such built-in features as pneumatic tubes, escalators, and elevators will be more widely used as time and labor-saving devices provided for as part of the special features of office buildings.

In addition to the familiar office machines for general use, such as typewriters, adding machines, and duplicators, we are going to see an era of wider use of specially designed equipment geared to the performance of specific tasks. Arrangements for installation and for flexibility of use of these office machines will have to be provided and all this new equipment coordinated to best advantage.

In preparing the layout for the post-war office, the prerequisite is a thorough understanding of the organization which is to use the office—its function, the flow of work, the interlocking of the different departments, the (*Turn to page* 124)

In Office Building of Curtiss-Wright Corp., Buffalo, N. Y.



The lobby of the building

Private lobby to executive suite

A FEW SIGNIFICANT FACTS

★ THE building (see cover picture, this issue) is 400 ft. x 50 ft. —two stories with a complete basement.

Lighting for general offices on first floor and for lobby is from flush type fluorescent fixtures. Lighting in main executive office and executive dining room is indirect cove lighting.

Building is not air-conditioned. However, an ample ventilation system is installed.

Building is sound-conditioned by installation of acoustical ceilings throughout the entire first and second floors.

Radiators are concealed fin type convector radiators. Venetian blinds are installed throughout building. All partitions are metal and glass and extend clear to the ceiling. In floor slabs on first and second floors is network of under-floor ducts in which are wires for electrical power, lighting, and telephones. This gives flexibility to arrangement of office partitions and of office furniture within the respective offices.

Passenger elevator services are of ample size to move all office furniture. Roof of entire building is insulated.

Architect: Albert Kahn Associated Architects & Engineers, Inc., Detroit.

General manager's office in Curtiss-Wright Buffalo office building

The plant manager's office

News In Pictures

ABOVE:

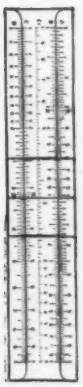
THE CARDINEER ROTARY FILE in a few years has developed widespread acceptance for the wheel filing principle. This streamlined equipment, with advantages for housing, processing and controlling many categories of active records in a small area, saves valuable space and time. The Cardineer relieves eyestrain and other factors of fatigue that slow down work and cause errors. For further information, address Diebold, Inc., 818 Mulberry Rd., Canton 2, Ohio.

ABOVE:

SHARPSHOOTING AT FLAMES with the new carbon dioxide fire extinguisher made by Randolph Laboratories, 8 E. Kinzie St., Chicago. The Randolph "25" features a palm-trigger valve mounted on the extinguisher steel handle. By grasping the handle, operator can move the unit and press the release button with one hand, discharging an icy blanket of carbon dioxide in an arc ten to twenty feet. Release of pressure stops the flow of gas, eliminates twisting of valves and retains the remainder of the charge for repeated attacks. Many other features, such as the long range horn-and-hose connection, mark the mobility, ease of operation and safety of this unit.

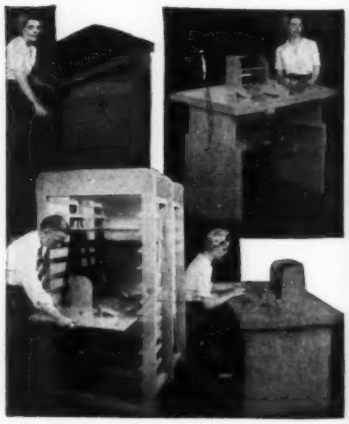
ABOVE RIGHT:

WHEN RESTRICTIONS ARE LIFTED, the J. L. Hanson Co., 552 West Adams St., Chicago 6, will again manufacture the original Ideal Crystalite display albums and scrap books, which are manufactured under their slogan "Good enough is not good enough, it must be perfect."



LEFT:

CUB POCKET SLIDE RULE to retail for 75 cents is offered by Harold P. Reinke & Associates, 2140 77th Ave., Elmwood Park 35, Chicago. Made of white opaque cellulose nitrate it measures $1\frac{1}{4}$x$6\frac{1}{2}$ inches. It is built like a polyphase slide rule with both a sliding and stationary scale of squares, sliding and stationary main scales and a main scale of reciprocal values. It is priced at $5.40 per dozen in dozen lots, and $4.50 per dozen in gross lots.



RIGHT:

TWELVE JOBS "ON THE BOARD" at one time is a feat that may be accomplished with the new Rightop work table that raises, tilts, and has interchangeable tops. The top is removable, sliding into the rack until needed again. Nothing in work on the top need be displaced. Twelve interchange tops with area to suit, offer the equivalent of a dozen work tables for one operator. When interchanging tops, work on previous job is not disturbed. Height is adjustable, and surface tips for correct angle needed. Distributed by Voss Machinery Co., 2842B West Liberty Ave., Pittsburgh 16, Pa.

Merchandise Comeback Begins

By Cheney Archer

★ YOU probably pinched yourself once or twice when you read in your newspaper the other day the appeals of the War Production Board for wider use of aluminum in all types of manufacture, in order that supplies of this material may be kept from piling up to excessive heights.

An excess of aluminum? Danger of over-production of a material which was more precious than gold to us in the early days of the war and apparently harder to get! There may still be all sorts of obstacles to the resumption of the manufacture of the thousands of items which war has eliminated from the market or curtailed severely, but here at least is startling evidence that we are moving into an era when manufacturers can again take up where they left off in 1941.

In mid-August the War Production Board, with the issuance of its Priorities Regulation No. 25, made the initial step towards resumption of civilian production.

This regulation establishes a procedure of so-called spot authorization, giving a method for authorizing, through field offices of the War Production Board, the resumption of civilian production of a long list of items in instances where labor, facilities, and materials are available and no longer needed for the war production or essential civilian production to which the manufacturing resources of the country have been diverted.

The primary purpose of WPB in making this move is stated as prevention of the unemployment and the idleness of manufacturing facilities which might result from current termination or reduction of war contracts. It will also assist the movement and use of idle and excess inventories of material, WPB says.

Products covered by Priorities Regulation No. 25 include these office items: metal office and industrial furniture and fixtures, portable electric lamps and shades, office supplies, electric fans, fountain pens and mechanical pencils, pen nibs, wood-cased pencils and penholders, looseleaf metal parts and units, printing machinery and supplies, typewriters, and office machines.

Until the separate limitation orders covering these items are each amended specifically, the authorization granted by Priorities Regulation No. 25 gives relief only from the provisions of each order which prohibit manufacture entirely or restrict the amount of manufacture permitted. The authorization does not in any way relieve the person receiving it from any other restrictions of the order.

Following up on Priorities Regulation No. 25, twenty-nine important WPB limitation orders governing production of consumers' durable products have been amended to indicate specifically in the orders themselves that the products covered by the orders are subject to the spot authorization procedure. Provisions in the orders in conflict with Priorities Regulation No. 25 are thereby removed.

This initial group of limitation orders amended to permit production include several applying to articles sold in the stationery and office equipment business. They are wood-cased and other non-mechanical pencils and penholders (L-227-b) pen nibs (L-227-a), fountain pens and mechanical pencils (L-227) and electric fans (L-176). Other orders governing office products may be expected to be amended as specifically as time goes on.

It is noted that persons may apply for spot authorization to produce products covered by Priorities Regulation No. 25 whether they have or have not previously produced the item they desire to manufacture.

"At the present time no substantial increase in the production of these items is expected," says the War Production Board. "Nothing will be allowed which will interfere with production of war and programmed essential civilian items. However, the spot procedure does establish a method for authorizing specified types of civilian production in any area where labor facilities and materials not needed for war or essential civilian output are available."

A nation eager to buy awaits gradual return of civilian products

Tailoring the Job for Office Workers

By Lucy MacKenzie

LEFT: Lowell R. Stark. RIGHT: A section of the central office of the Westvaco Chlorine Products Corp. in the Chrysler Building, New York, showing the half partitions which make for semi-privacy and the series of file cabinets, which are placed behind each desk.

★ DO your jobs fit your employees too tight around the ego? Do they wear well with a minimum of efficiency shrinkage? Are they the sort of jobs that employees simply love to live in?

If you can give the happy answer to these questions, you have done the sort of custom-tailoring to employee personalities that bosses dream of. Such a job can be done, according to Lowell R. Stark, service division manager for Westvaco Chlorine Products Corporation, New York. The thirty people who work under Mr. Stark's direction act as liaison between sales department and production department for this important producer of chlorine and other heavy industrial chemicals.

In the first place, Mr. Stark assumes that his employees would prefer to do a good job rather than a bad job. He sees the boss's position as that of making it easier for a man to do a good job. And one of the prime requisites for this is to furnish each employee with the best tools obtainable.

It was noticed in the Westvaco office that if a man had to go to another side of the room to look up the information he needed, he had a tendency to rely on his memory. Sometimes his memory failed him. Now every man has at his desk every sort of reference material which he ordinarily needs in his job. This reference material, along with the files which each man's work needs, are placed around his desk.

This placing requires some special handling of regulation equipment to fit in with the specific requirements of the Westvaco office—a little detail which Mr. Stark is perfectly capable of handling efficiently.

Because of the abundance of reference material which is furnished each man, the drawer space of an ordinary desk was found to be insufficient. Behind every man's desk now stands a series of two-drawer file cabinets which serve to store refence material and files, and at the same time act as supports for a long table top which furnishes added desk space on which reference volumes can be spread out or other work can be done.

This extra space is needed at times because Mr. Stark has found that for general use a 44-inch desk suits the needs of his office better than a 60-inch size. When the 60-inch size was regulation, it was found that employees had a tendency to put work into piles on the big desk, rather than to put it away in its proper folder in a desk or file. With the smaller desk, it is easier to put work away in its proper place than to pile it into easily misplaced and disturbed arrangements on top of the desk. This is a further step in Mr. Stark's effort to make it easier for busy employees to do their job properly than improperly. Every piece of paper has a proper place either in a desk or a file cabinet, and if an employee finds it easier to keep things in order, the entire office program can run with maximum efficiency. (*Turn to next page*)

Desks are set "nose to nose" with half-partitions between to make semi-private offices for the employees, and to get away from the schoolroom appearances of offices in which all employees sit facing the boss. Mr. Stark doesn't like the idea of people sitting like school children who look up, see teacher, and expect to be scolded if they aren't busy every minute.

Dictaphones are set at convenient locations. A p.a.x. telephone system makes calls to other departments easy, with the hanging telephones set back 2 inches from the front edge of the desk in order that they will not interfere with persons or chairs that brush along the front edge.

The office forms used all point toward the same goal of ease in handling of tasks. Any material which must be worked on in the future is clipped to a follow-up form which outlines the work to be done and has space for the date to be indicated. This is kept in a 30-day file which is checked each day by a designated person.

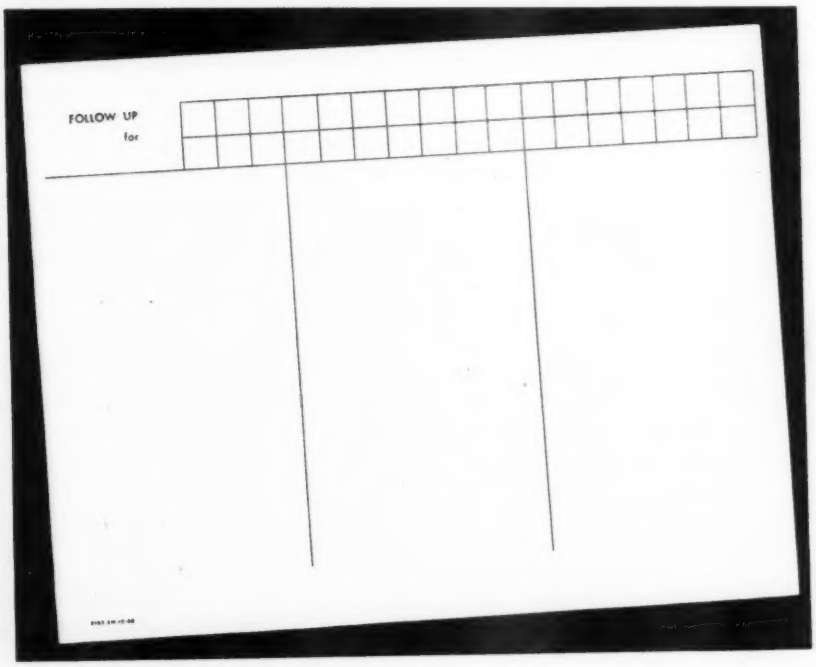
Another helpful form is the master order form which is kept for each of the regular customers of the firm. On this large sheet of folder stock is recorded all the detailed instructions which each company likes carried out on its regular orders. For instance, when Z Company orders caustic soda, but fails to give specific shipping orders, the person in charge of making up the order looks at the master order form, discovers that Z Company regularly has had caustic soda shipped by Staten Island ferry and homing pigeon. The new shipment is then made to conform to custom.

Once the mechanics of a workable office procedure have been set up, the problem left to Mr. Stark is that of fitting the job to the employees' personalities and capabilities. He believes that each person has a certain specific capacity for work and that it is his job to find what each capacity is. If a man's capacity is found to be 100 units of work, Mr. Stark gives him 95 units to be done and gives him also total responsibility for the execution of it. He finds that those who have more work then they can do efficiently in a day's time, dread to come to work the next day to find work piled high on their desk and that those with a capability of 100 units who are given only 75 units to do become bored with their work. Matching the work assignment to the employee's capacity avoids these bad mental attitudes.

The reason Mr. Stark feels that a man should not be given all the work he can possibly crowd into one day is that those who have responsibility for making production meet demand need a little time each day to look over the weekly or monthly schedule and to plan most effectively for coming work.

Each person in the department must be able to carry a minimum amount of work efficiently or he would not be functioning in the department. Beyond that there is no compulsion to accomplish any set amount of work. It is only required that the employee do as much work as he can do efficiently within the time given him.

Work at Westvaco automatically comes to the proper desk at the proper time with this simple follow-up form. The date on which the work must be done is marked in the little squares. The work to be done is described in the three columns, the whole is clipped to the necessary material and filed in a 30-day file under the proper date.



When Our Veterans Come Back

By Dr. William R. Spriegel
Chairman, Department of Management, School of Commerce, Northwestern University.

★ THIS subject is one in which I am vitally interested. It is one in which every man in America needs to be interested. It is one in which every man and woman in all of the civilized nations, that are engaged in war, need to be interested in. I even hazard to say it is one in which our enemies have to be interested, if they would serve their own veterans, even though they are your and my opponents, as all veterans have a right to want to be served. I am not pleading for the enemy when I say that. The peoples of the world today, whose men are under arms are facing a great crisis, today and tomorrow and later.

The only question that bothers me is, *Are we going to be big enough to solve it? If not, the aftermath of the war will be worse than the war itself.*

I have been riding the trains each Saturday afternoon from Niles, Mich., for many months. Percy Jones Hospital, as you know, is located in Battle Creek. The *Mercury* carries a large number of hospitalized veterans who get passes to spend week-ends in Chicago. Last week I stood all of the way from Niles to Chicago. I usually can sit in the "smoking room" on the wash basin and get some rest. Almost always the smoke filled room is crowded with veterans, nearly all of whom have been wounded, and are coming to Chicago to spend a week-end on a pass from Percy Jones Hospital.

I always ask these men what they were doing before they entered the service and what they hope to be when they get out. They are quite free in their talk. Many were in school, others worked for Swift & Company, Continental Illinois Bank, Square D Electric, Household Finance, California Packing Association, the railroads, etc.

I would like specially to mention the case of a boy who got one week's pay and Christmas greetings in Christmas, 1942. He told me how delighted and happy he was to receive the letter, and how much he appreciated the money, of course. Then in 1943, when he was in the hospital he did not receive any word at all. He was not complaining about the money except he said that it hurt not to get the letter. He will be rehabilitated some day, and I hope he will be able to earn a living. I

* Excerpted from an address at the 1944 Seminar of the Office Management Association of Chicago.

merely tell you that story because of the fact that most of these boys are coming back to you, and they are remembering the little things.

The question that arises in my mind is, "What are you going to do with them?" What you do with them when they come back depends somewhat on what you do while they are away. There are a large number of men and women in America in our armed forces, who have gone out from your offices and other offices like yours. They are looking for letters from you now. They aren't expecting you to send them money. They do want to feel you are giving them your moral support, and the attitude with which they will come back home will depend somewhat on the attitude developed while they are away.

Certain basic factors or items must be considered in this reabsorption process. *Timing,*— when they are coming back and what will be the general economic conditions at the respective periods of their return. Another, of course, is the *statutory requirements of the National Selective Service Act.* A third one is your *present employees' attitudes at the time the returning service men present themselves for re-employment.* In other words the people that you have in your employ at the time he comes back for a job present a problem.

The fourth, but by no means the least, is *the returning serviceman himself,* his capacities, his interests, his attitude. Under the returning service men there are two groups: your own former employees,—and that's the group most of you think only about. If that is the only one you are thinking about, you are making a serious mistake, because there are others. There are returning service men who never had a job but went into the service directly from college or high school, and have never in their lives had productive employment in private industry. There are lots of them,— hundreds of thousands of them,— and those men are going to present a problem, as well as your own returning service men and women.

Let us consider for a moment each of the foregoing different aspects of handling the returning veteran:

Timing: Those who return prior to the defeat of the Germans will provide *a welcome source of much needed labor.* They will be welcomed and adjustments will gladly be made to take them back. Even though they will be welcome, careful thought will have to be given to those seriously handicapped, either physically or mentally.

Then there are those who will return *after the defeat of Germany but before the defeat of Japan.* Most of these can easily be absorbed, although for a short period there may be an excess of labor in certain areas while a temporary reconversion is taking place. It is possible that we may reduce the number of men in our armed services by some 3,000,000 men before the collapse of Japan. These men, plus those temporarily replaced by partial reconversion, may cause some difficult situations in a few areas for a short time, but it will be of short duration and can be handled rather easily. In these areas there will be keen competition for a short time between men returning from the service and the non-service men, for the available jobs. If the former service man is one of your former employees the answer is very clear. You will take him back if it is at all possible.

Clearly, if the former service man has never worked before, you, as individuals, have no legal obligation to him, but you do have a civic obligation. You had better begin to think this problem through now so that you will have a clear-cut policy when the time comes. We cannot afford to have men walking the streets who have just returned from the foxholes of Europe or Asia, while men with no greater family responsibilities or skills, who have earned high wages during the war, are continuing to earn these wages, or are being hired in preference to these returning service men. Other things being equal, the returning veteran should be given preference in new employment.

I would like to re-emphasize that you have a civic obligation to the returning veteran, and you had better begin to think this problem through now so that you will have a clear-cut policy when the time comes. If there is any one thing that makes for discontent, failure to perform properly, it is the solving of each problem only as it arises,

(*Turn to page* 94)

Good Work with Good Tools

LEFT:

THE PORTABLE FEATURE of Handifax visible card records arranged in sheets and panels is emphasized by the Ross-Gould Co., St. Louis, with the announcement of a panel book which holds 120 Handifax cards in sheets of fifteen cards each. The books of record cards come in three sizes and measure 6 x 11½, 8 x 11½ and 10 x 11½ inches. The books may be used as auxiliary records to contain duplicate cards or they may serve a special purpose for executives who require small desk records or portable panels which can be carried on trips to meetings or to other offices. A large number of standard forms have been provided to make the books fit special needs. An alternate book with rings may accommodate up to 500 cards in sheets of fifteen to twenty each.

RIGHT:

A NEW CALCULATOR performing conversions from the English to the Metric system in weights and measures both linear and liquid is the Convertisor, produced by the C-Thru Ruler Co., Hartford 1, Conn. It consists of two discs, one opaque printed in black and one clear transparent printed in red. Both are made of laminated Vinylite. It performs multiplication and division with the greatest of ease and directions for its use are on the back of the opaque disc. It is 6 inches in diameter with a list price of $2.

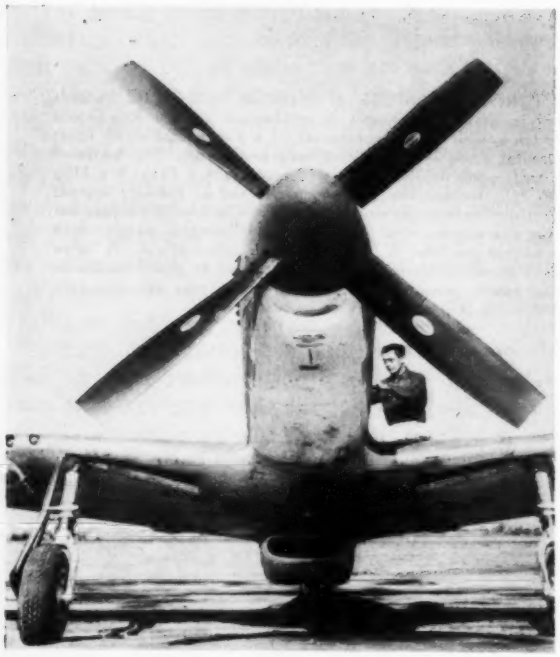
LEFT:

HANDSOME PLASTIC CASE protects the steel blade of Edgeguard, a modern knife for make-ready, friskets, stencils or silk screen work. $1.50 brings a sample from the Mark Specialty Co., Dept. G. A., 406 Temple Bldg., Rochester 4, N. Y. Substantially lower prices are available for quantity orders.

RIGHT:

IMMEDIATE DELIVERIES can be made of Rush-Fybrglass Erasers according to the Eraser Co., Inc., 231 West Water St., Syracuse 2, N. Y. The Fybrglass refills also are available. The manufacturer points out that the eraser makes a correction on an original letter without smudging the carbon copy, that the eraser works five times faster than the ordinary eraser and that the erasure is almost indiscernible when made by those acquainted with the product. There is a guarantee of satisfaction or money is refunded.

Items of Timely Interest

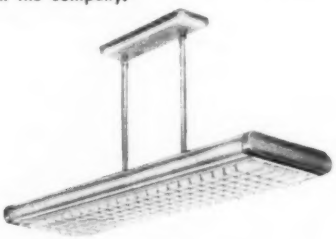


ABOVE:

FROM PROPELLER FAIRINGS to dozens of post-war office uses is the transfer planned for Cell-Tite, the ebony-like cellular rubber material produced by the Sponge Rubber Products Co., Derby, Conn. Designers of the P-51 Mustang which is illustrated found that the propeller fairings made of this material aided in making this plane the fastest in existence. The record set was six hours, 31½ minutes between Los Angeles and New York, May 12th. Cell-Tite is made in various weights from 8 to 20 pounds per cubic foot. It is practically impervious to water and weather and has high resistance to chemical attack. It can be sawed, drilled, planed and otherwise worked much the same as wood.

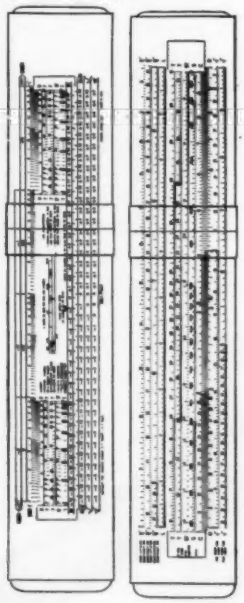
BELOW:

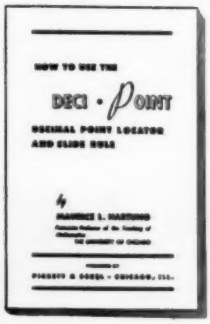
ALL ELEMENTS OF CORRECT ENGINEERING have been incorporated in this newly designed fluorescent fixture, product of the Spero Electric Corp., 18220 Lanken Ave., Cleveland, Ohio. The light from four 40-watt tubes is shielded by evenly spaced egg-crate louvres, minimizing glare. The fixture is made for a stem or flush mounting. For the stem mounting, which is illustrated, the unit is equipped with a ceiling canopy. A descriptive bulletin is available from the company.



BELOW:

OXFORD PENDAFLEX FILING EQUIPMENT has been installed throughout the entire office of the Empire Brush Works of Port Chester, N. Y., the country's largest manufacturer of household, maintenance and personal brushes. This large brush manufacturer, whose production is almost 100% devoted to the war effort, finds Oxford Pendaflex hanging file folders save valuable time, not only speeding filing time, but also making the finding of papers and letters much easier and quicker. The photograph shows a small section of the installation. These hanging file folders are manufactured by the Oxford Filing Supply Co., 332 Morgan Ave., Brooklyn, N. Y.





LEFT:

PAIN IS EXTRACTED from arithmetic even for those who are easily pained arithmetically. A new Decimal Point Locator and Slide Rule, which will determine the decimal point mechanically in involved expressions with results up to 19 places, is announced by Pickett & Eckel, 53 West Jackson Blvd., Chicago 4. The scale arrangement gives 30-inch accuracy for cube root, 20-inch scale accuracy for square root. One setting enables the computer to read square root, cube root and logarithm. One setting of the hairline also determines the decimal point location for square root and cube root. The illustrated instruction manual written by M. L. Hartung, associate professor of teaching of mathematics, University of Chicago, gives instructions for beginners and rules for operating the device. The slide rule is 11 inches long, 2 inches wide, and ⅛ inch thick. It comes complete in box with coat pocket carrying case and manual. The price is $3.50.

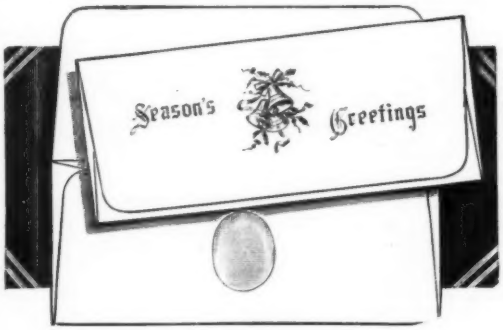
to the Office Purchaser

RIGHT:

RUBBERLESS BUT RUBBERLIKE is the new cement, Supergrip, the product of the B. B. Chemical Co., Cambridge, Mass. The company produced specialized industrial cements before the war and has been producing even more special purpose cements during the war. Supergrip is the company's first post-war civilian product. In addition to being used like a rubber cement, Supergrip is also recommended to stick paper to glass, wood, metal, or plastic. It is claimed for Supergrip that it does not oxidize, decompose, or thicken if kept tightly covered. Supergrip is marketed through the stationery channels in 4-ounce bottles with a brush, and in pint, quart, and gallon cans.

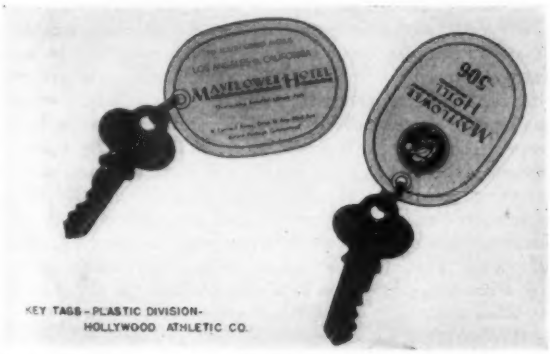
BELOW:

WHEN THE RIGHT GIFT is hard to find, many offices find the happy solution in gifts of currency. For this popular custom, the Northern States Envelope Co., St. Paul, Minn., makes these genuine steel-die engraved currency gift envelopes in sixteen holiday and general designs. Priced to retail from 5 cents to 10 cents.



RIGHT:

TERRITORIAL PLANNING is the order of the day, and that map of the "territory" decorating the walls of so many business offices is due for some intensive inspection. Now, with the close of the European war imminent, sales managers are vigilant, realizing that a buyer's market may be on the way. A new wall map of the United States, ready for marking and tack use, is offered by the George F. Cram Co., Inc., 730 E. Washington St., Indianapolis, Ind. This 68 x 48 inch Commercial Library Map is finely detailed, has legible printing, and full-color divisions of states and counties. Prices of the Cram map are from $3 up.



KEY TAGS - PLASTIC DIVISION-
HOLLYWOOD ATHLETIC CO.

LEFT:

AVAILABLE IN ANY TWO-COLOR combination for office and factory purposes are these plastic key tags, available from the Plastic Division, Hollywood Athletic Co., 211 East 7th St., Los Angeles 14. The standard model is oval as illustrated, 1¾ x 2⅜ inches, but variations may be arranged for. Tags are printed on two sides and can be serially numbered as desired. Immediate deliveries can be made on the standard type and an explanatory leaflet will be sent on request.

When Veterans Return

(*From page* 90)

opportunistic, if you please. Carefully planned programs for handling people in terms of personnel relations and employment can easily overcome terrifically rough spots that will otherwise occur.

I repeat, other things being equal, the returning veteran should be given preference in new employment. I didn't say you should give him preference over those who have not been in the service unless other things are equal. Strange as it may seem, it has happened in the past, and it may happen again, that we have been inclined to reverse that situation, even when other things are equal.

* * *

Some of the pertinent facts about the total reconversion problem are as follows:

Some nine million persons will be released from the armed forces. This is the minimum total overall men who will be demobilized.

There will be at least six millions to be released from manufacturing,—a total of 15 millions of people that are to be shifted. In addition to these there should be at least one million released from governmental agencies.

Some of you may take me to task for his last statement. You may say we want to add to our governmental payrolls. It depends upon your philosophy. My philosophy says at least one million should be released. If you disagree with me, that's OK.

Some three to four millions of the foregoing 16 millions will withdraw from the work force, since many of them are women who do not care to work, others are aged, and a substantial number are marginal producers.

The service industries can absorb from three to five millions of people. The self-employed business, the small business man can absorb still another million people. The building trades could readily take three to four million men if they would reduce their costs and get started. Universities will probably get a *million students* who wish to continue their studies.

Unemployed

There will probably be from two to five million of unemployed, in spite of going back to a 40-hour work week, for some time. The unemployed situation will accentuate the problem of absorbing the returning service man.

That may not be a very happy picture, but if it is at all possible to tell the future in terms of the past, and engage in predicting, the picture is something like that.

Now let's turn to the question of *Statutory Requirements*, having considered the timing factor. There need not be very much said about that. Practically all of you are familiar with the fact that the Selective Service Act requires you to give their former jobs back to your returning employees, so far as possible, in terms of your situation. In my humble opinion, this will be observed both in spirit and in fact, which is to me a very encouraging situation.

Now let us turn to the next factor which is not quite so simple, the people that you have on your payroll at the time that the returning service man presents himself for work. Some will resent his return, if it means loss of seniority on their part, or moving back to make room for the returning veteran, or any sacrifice whatsoever. There is no question about that.

Those of us who went through World War I know the receptions that returning veterans got from many work groups. They were not particularly welcome, if being welcomed back meant any sacrifice whatsoever on the part of the people then working. Of, if a veteran took the third shift, which many of them had to do, even though entitled to the first, it may have been all right.

This time it is likely to be different. You are going to have considerable difficulty in persuading a veteran to go on the third shift, when he left you on the first shift. We have now legal support for things we would like to do. Your big problem is not going to be your desire so much as the people on the job themselves, what they think and feel about the return of the man who is likely to step ahead of them by virtue of his seniority.

* * *

May I say this? A clear cut policy should be established long before the war ends so you can face these people who have *to be discharged*, with *sympathy and understanding*.

* * *

What are some of the things you might think through and have established as a policy? I don't mean you need establish all of these policies but these things you might think and talk through, and then you may decide just what you want to do. One is a *dismissal wage*, which will be in order for persons thus replaced. A second one is *accrued vacation allowances* which might readily be given. A third is a *5-day, 40-hour week*, which is another solution for not having to release so many people. *Company scholarships* for *employees whose educations have been interrupted* may readily be considered. You may easily add to this list and find it very helpful to think now and during the next year or year and a half.

The man who comes back

Now to consider the *returning service man himself*. He is the man concerning whom we are talking. You must understand that he doesn't stand alone. He is a part of a great economic and social group. Anything that happens to him has to be in relation to other persons. Even his own reactions are vitally tied in with his reception both by his employer and by his associates. Let us look at the service men who will be returning. There are those who will have been *improved mentally and physically*. Yes, you get some boys back better off mentally and physically. They will present very few problems. They may be more mature and probably capable of assuming greater responsibilities in a short time, and glad to be back, and you will be glad to have them back. Your employees may be glad to have them back. But some of the boys will have outgrown their previous job experiences. One may have operated a mimeograph machine for you when he left as one of the boys did here in the city. Within the last three months he flew back from Florida as Chief Pilot of a Flying Fortress, and that same boy was operating a mimeograph machine in the city of Chicago less than 14 months ago. An oil company executive told me recently that one of his errand boys three years ago is now a Lieutenant Colonel in the Air Corps. These boys will not care to return to their old jobs. This is a serious problem. They will have outgrown their previous job. Your legal requirements will be discharged if you offer one the mimeograph machine job back, but you are not going to do it if it is at all possible to offer him a job commensurate with his newly acquired skills and maturity. Careful *surveys should be made of every job in the office with the specific objective of determining the job requirements*, so that you can place your returning service men on jobs, as far as possible, suited to them. Aside from those who are coming back in better shape than you sent them away, there will be another group suffering from physical and mental handicaps. They present a problem, depending largely upon the extent of their trouble. Again careful surveys should be made of every job in the office with the specific objective of determining the job requirements and what degree of physical handicap will not interfere with performance. Surveys should also show what modifications can be made to make it possible for a handicapped person to fill the position. It is not an impossible task.

(*To be concluded in November issue*)

DESK SIZE *for Business*

Newest efficiency move by modern business is to supply all office employees with Individual bottles of 4-Ounce size SKRIP! Large institutions report economy gains through this plan. Because the SKRIP bottle can be sealed air-tight when not in use, wasteful evaporation is eliminated! Keeps dirt out of fluid that makes it unfit for use. Helps to solve manpower problem and further cut costs by providing a more generous desk supply—cutting refill service to absolute minimum! And—it's all possible because pen-protecting, quick-drying SKRIP comes in the only bottle with the built-in TOP WELL! Part of the bottle itself, this convenient feature serves as an *individual fluid-well*—eliminating all need for messy, clumsy old-fashioned ink-wells!

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NO MATTER WHAT LANGUAGE—THE PENCIL SHARPENER NAME TO REMEMBER IS

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A limited number of Boston KS sharpeners are now being manufactured. In accordance with priority regulations, we must fill all priority orders first, and in order of rating.

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UTILITY AND GENERAL PURPOSE LABELS . . .

. . . WILL SAVE
TIME AND MONEY IN YOUR OFFICE

Filling-in is done in a jiffy when your office workers have Eureka Utility and General Purpose labels for filing, marking, addressing, etc. They're supplied in sheet form between handy Book-Pak covers to make filling-in by hand or typewriter easier and quicker. Fine for making duplicate records too! Just slip in some carbon and make two, three or four copies at one time. And Eureka Utility and General Purpose labels *cost less!* Not only are there more labels for your money in each Book-Pak—but there's less waste from soiling, curling and spoilage. Eureka offers a size for every purpose –

EUREKA UTILITY LABELS

Perforated sheets of labels printed in red with attractive double-ruled borders.

- **No. 90** 78 labels, 2-5/8" x 1-11/16". 10¢
- **No. 68** 135 labels, 2-1/4" x 1-1/4". 10¢
- **No. 91** 180 labels, 2-3/8". x 15/16". 10¢
- **No. 65** 270 labels, 1-3/8" x 1". 10¢
- **No. 95** 504 labels, 7/8" x 9/16". 10¢

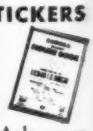
EUREKA GENERAL PURPOSE LABELS

Printed with solid bright red bleed borders, labels are die cut so that they have straight smooth edges when removed from book.

- **No. 1600** 72 labels, 3-3/4" x 1". 15¢
- **No. 1602** 40 labels, 4" x 1-7/8". 15¢
- **No. 1603** 30 labels, 4" x 2-1/2". 15¢

EUREKA ALPHABET AND FIGURE STICKERS

Ask your dealer to show you these books of Alphabet and Figure stickers that have a multitude of uses in a busy office. Sold by the sheet or book.



Don't forget! Save time! Save money! Ask your dealer for Eureka Utility and General Purpose labels in Book-Pak form.

EUREKA SPECIALTY PRINTING CO.

Sales Department, Stationery Division
11 West 42nd Street, New York 18, N. Y.

"AND WE WERE AFRAID TO JOIN THE AIR CORPS"

FIRST PRIZE

Cartooning Section, 1944. Drawn by Sid Hutchings, Jr., Omaha Technical High School, Omaha, Nebraska. Teacher: Miss Anna Myers.

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It's easy to compete. Work produced with drawing ink in your classroom which fits in with your regular course is eligible. Divisions include Mechanical Drawing and Production Illustration, Free Hand Drawing in Black and Colored Inks and Cartooning.

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Ask your teacher for further details or write to Scholastic, 220 East 42nd Street, New York 17, N. Y.

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Our economical, lined, smooth textured product of long years of experiment and research, is the ideal cylinder for dictating perfection. Complete satisfaction guaranteed with every order.

A stock of approximately 1,000 machines, of all models, to choose from. Obtain modern efficiency and voice clarity through the purchase of our guaranteed rebuilts.

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YOU SAVE THREE WAYS

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BURROUGHS DISCOUNT PURCHASE PLANS

1 You save 10% to 40%, discounts on some types of supplies beginning with orders for as little as $10 worth.

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Burroughs produces high quality roll paper and ribbons for practically all makes of business machines, carbon paper for every need, journal paper and other supplies. For full details concerning prices and terms, call your local Burroughs office or write—

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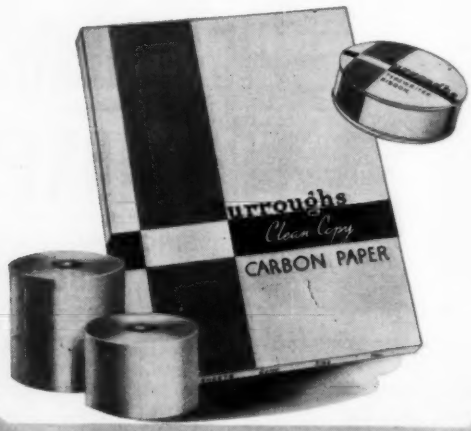
DETROIT 32, MICHIGAN



Burroughs

SUPPLIES FOR BUSINESS MACHINES

BURROUGHS ADDING MACHINE COMPANY

Wells Office Furniture Co. Announces Contest Winners

First prize in the idea contest of Wells Office Furniture Co., 725 South La Salle St., Chicago—$200 in war bonds—was won by Edwin Johnson, manager of the purchasing department of Massachusetts Mutual Life Insurance Co., Springfield, Mass. The winning suggestions covered a specific suggestion for the adjustment of desk heights.

"The idea presented has been in my mind for a number of years," Mr. Johnson said in commenting generally on the subject. "I have seen thousands of people at desks in my company and other offices working in very uncomfortable positions even though sitting in posture chairs. Mechanics in a factory usually have the best equipment in tools and machinery with the thought of increasing production. However, it is not so with office equipment. It seems that any type of

EDWIN JOHNSON
Purchasing department manager, Massachusetts Mutual Life Insurance Co.

box, or table, is good enough for the office personnel and the management expects the finest and most minute detailed work. Costly errors and loss of time can be laid at the door of 'fatigue' which again in many cases is attributable to uncomfortable work setups involving the desk and chair. I believe we have come to the time when more thought should be given to the counter part of the chair—the desk."

Second prize, a $100 war bond, was won by Miss Alice M. Stone, 11 Grove St., Attleboro, Mass. Eight additional winners were awarded $25 war bonds in the order named: Ralph B. Ortel, Shaw & Borden Co., Spokane, Wash.; Frank A. Arbuckle, advertising manager, Schwabacher-Frey Co., Los Angeles, Calif.; W. E. Meyers, Western Office Furniture Co., Long Beach, Calif.; Anthony P. Heil, Milwaukee, Wis.; jointly by E. S. Swanson, office manager and G. E. Erickson, sales engineering department, Wood Conversion Co., Saint Paul, Minn.; F. Hempstead, credit manager, Eaton Paper Corp., Pittsfield, Mass.; Miss Jeanne Parrish, 132 Wilson Ave., Kent, Ohio., and Frank Farrington, office equipment dealer, Delhi, N. Y.

The three judges in the Wells contest were: J. Albert Woll, United States attorney, Northern District of Illinois; Charles P. Garvin, general manager, National Stationers Association; John A. Gilbert, president of *Office Appliances* magazine.

Four Neatape Dispensers Available to Trade

Neatape Dispensers made to eliminate the hand sealing methods available previously, are produced in four types by the Interstate Paper Products Co., 24 New Chambers St., New York.

The package sealing unit with 2-inch tape and 2x4 inch parcel post labels retails for 10 cents and 15 cents for two sizes. The desk unit that hangs on a wall or stands on a desk or table dispenses 1-inch wide tape and 2x4 inch parcel post labels. These retail at 10 cents and 15 cents for two sizes.

The Christmas special dispenses 1-inch white gummed tape and labels colored in a Christmas design. It retails at 10 cents and 15 cents for two sizes. The Neatape air mail dispenser containing 150 red, white, and blue air mail labels to retail at 10 cents.

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THESE JUSTLY FAMOUS BRAND NAMES SIGNIFY LEADERSHIP IN THEIR FIELD. QUALITY STANDARDS HAVE BEEN MAINTAINED THESE PAST MANY MONTHS AS ALWAYS.

FIBERSTOK "POST-WAR PLANS" HAVE BEEN IN EFFECT SINCE LONG BEFORE THE IMPACT OF WAR WAS FELT. NO NEED TO DREAM UP FANTASTIC "ELECTRONIC HORIZONS" FOR FIBERSTOK PRODUCTS. WHEN IMPROVEMENTS IN DESIGN OR MATERIALS ARE POSSIBLE, FIBERSTOK WILL LEAD THE WAY IN THE FUTURE AS IN THE PAST.

National FiberstoK Envelope Co.

Allegheny Avenue at Second Street

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paper is KING!

The demand for this precious commodity will INCREASE. Go over your stocks now; we are in an enviable position to take care of you in many departments.

STILL AVAILABLE

- OXBERRY MANILA
- CATALPA BOND
- HYMARK MIMEO
- HUDSON MANIFOLD
- DAHLIA BLOTTING
- CONSTRUCTION PAPER
- DRAWING PAPER
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Fast Sellers . . . Beautifully Boxed

- **MONROE (W) LETTER**
  Watermarked Laid Effect 50% Rag—Monarch Size, 100 Sheets; 6 Envelopes.
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  No. 106 100 Sheets and 60 Envelopes.
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- **COLORED VELLUM**
  White, Ivory, Blue, Gray.
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- **V-MAIL & AIRMAIL STATIONERY**

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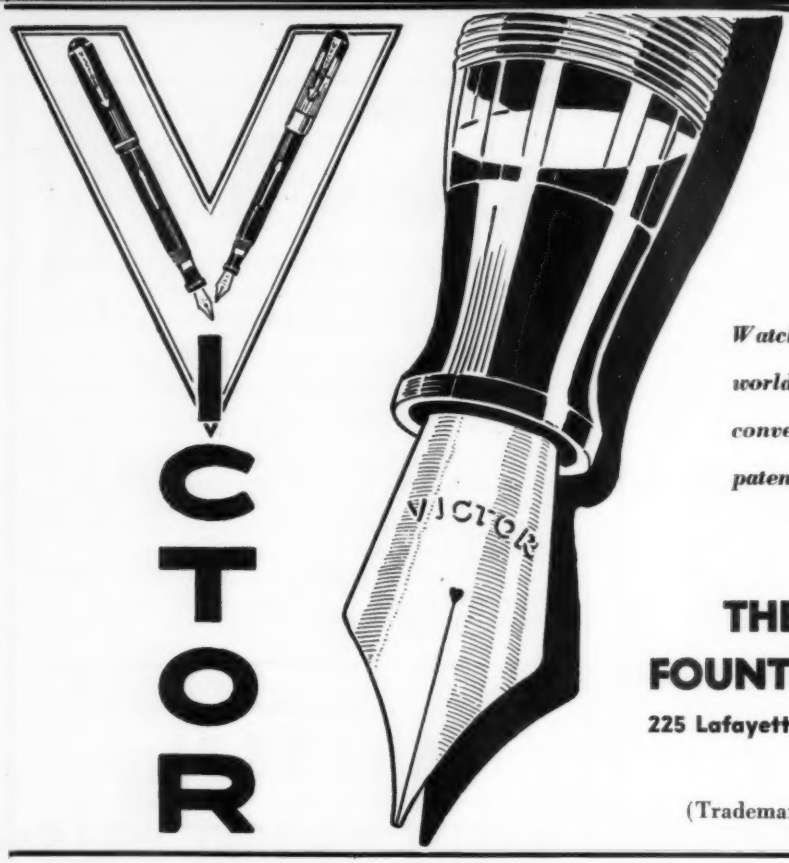

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Anyway You Look at Them

They're *"The Reflection of Perfection"*

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ARE TRULY AN EXCELLENT 5c PENCIL

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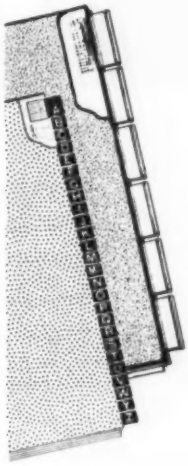

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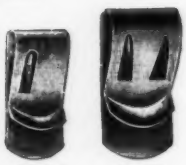

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Made of thin spring steel for attaching papers together, enclosures to letters, etc. Special patented "tongue" prevents sideslip. Easy to attach or remove. The smart clip for the elite office!

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"EVERY COOK PRODUCT UNCONDITIONALLY GUARANTEED"

ACCO IS READY!

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In common with most stationery manufacturers ACCO has been confronted with many difficulties during the war. But ACCO has never lost sight of the stationer's problems and has done its best to cooperate in their solution.

Today, America is on the march and we all hope that V-Day will soon be here. When it comes you will find ACCO ready to serve you with the same satisfaction and quality products you have always known—

ACCO

FASTENERS
ACCOBIND FOLDERS
ACCOPRESS BINDERS
PUNCHES
CLAMPS
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PRODUCTS, Inc.
39th Ave. & 24th St.
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Mr. FULTON says . . .

1945 *All* **FULTON** *Brands* . . . .
All **SERVICE** *Brands* . . . .

DATERS AND NUMBERERS

Starting with the 1945 year bands will be ready for November delivery in new improved post-War quality.

Fulton **SPECIALTY COMPANY, 200 Fifth Avenue, New York, 10**

Factory at ELIZABETH, N. J.

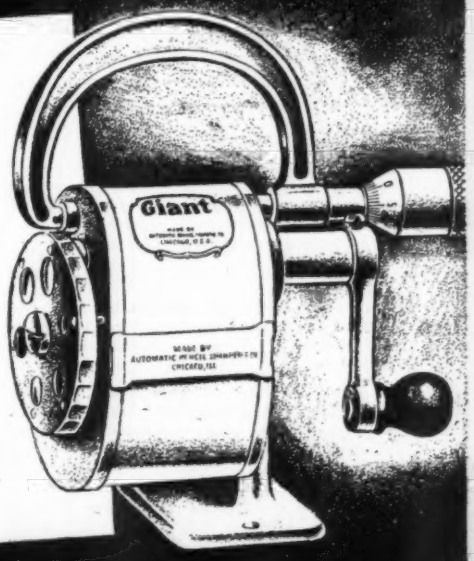
Automatic PENCIL SHARPENERS
Now doing *Precision* Work for U. S. A.

The same precision required for Ammunition will again be employed to make fine Automatic Sharpeners when steel and other materials are released.

Our research department is at work on new designs. Distinctively modern, the good looks and quiet efficiency of these fine machines will help more than ever to make daily life more pleasant for millions.

Until the go-ahead signal is given by the War Production Board, Pencil Sharpeners will not be available.

Cutters and replacement parts are now available however for prompt shipment. You can obtain improved service from present sharpeners by installing new cutters. Folder with full instructions available upon request.



AUTOMATIC PENCIL SHARPENER COMPANY
Div. of Spengler Loomis Mfg. Co., 58 E. Washington St., Chicago 2, Ill.

Automatic Pencil Sharpeners are coming back

Frederick C. Wright Joins TelAutograph

Frederick C. Wright has been appointed director of market research of TelAutograph Corp., 16 West 61st St., New York 23, it has been announced by the company.

FREDERICK C. WRIGHT

Prior to joining TelAutograph, Mr. Wright was associated with the McBee Company of the same city.

General Pencil Introduces Moisture Resisting Pencil

Wet-Proof is the name of a new pencil offered by General Pencil Co., 67 Fleet St., Jersey City, N. J. The markings made with this pencil are moisture resisting, and it is especially recommended for addressing overseas packages and shipping tickets, labelling nursery tags, and outdoor marking uses.

Sanford Issues Catalog Supplement

Sanford Ink Co., Congress and Peoria Sts., Chicago, has issued a catalog supplement, listing and illustrating new packaging of quarts and pints, new matched series, Penit, Stak-Pak, Solvene type cleaner and other products made by the company.

Reliance Pencil Markets Durol Type Cleaner

A new all-purpose cleaner for vital office machines and other devices using a ribbon and type, has been placed upon the market by Reliance Pencil Corp., Mt. Vernon, N. Y. It is called Durol Type Cleaner, and may be used for type bars, type keys, and platen rollers. It is claimed that this product removes grime and dirt in a jiffy, leaving these parts immaculate.

Reliance states that experimental tests were conducted by one of America's largest insurance companies, and as a result, the insurance company standardized on the use of Durol for its battery of office machines.

To demonstrate the effectiveness of this type cleaner, Reliance Pencil will send a test sample bottle without charge. They request that a business letterhead be used when writing for sample bottle.

Purchasing Agent Named by Pratt & Austin

James G. Sinclair has been appointed purchasing agent for the Pratt & Austin Co., manufacturers of fine stationery, Holyoke, Mass.

Mr. Sinclair has been associated with the American Writing Paper Corp., in the sales department for many years.

McKernan Promoted to Captaincy

Charles P. McKernan, formerly special representative of Underwood Elliot Fisher Co., Washington, D. C., has been promoted to the rank of captain in the Quartermaster Corps. Captain McKernan is stationed in Washington, where he is assistant chief of the office supplies and equipment section of the storage and distribution division, office of the Quartermaster General. His section is charged with the supervision of purchases, storage and issue of typewriters and office equipment for the Army.

NOW you can have blanket quietness in your posting room without remodeling . . . .

Designed by a bank official with 25 years' experience in posting procedure, the Acoustor Cabinet fits over any make of posting, billing, or adding machine and absorbs noises at their source. Literally, 10 feet away you cannot hear the noise from a machine equipped with an Acoustor Cabinet.

Built-in fluorescent lighting illuminates the entire working area without glare and all vibration of working trays is eliminated. Each cabinet serves as a semi-private office, reducing operator-fatigue and increasing efficiency of the entire department. *Whether you have one machine or several, you will obtain more figures accurately posted each day.*

In recent years, we have placed cabinets in many banks, railroads, insurance companies, commercial and industrial offices. In our files, we have many enthusiastic testimonials from users. Copies will be furnished upon request. For complete information, address your inquiry to:

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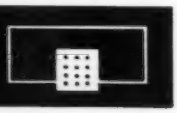
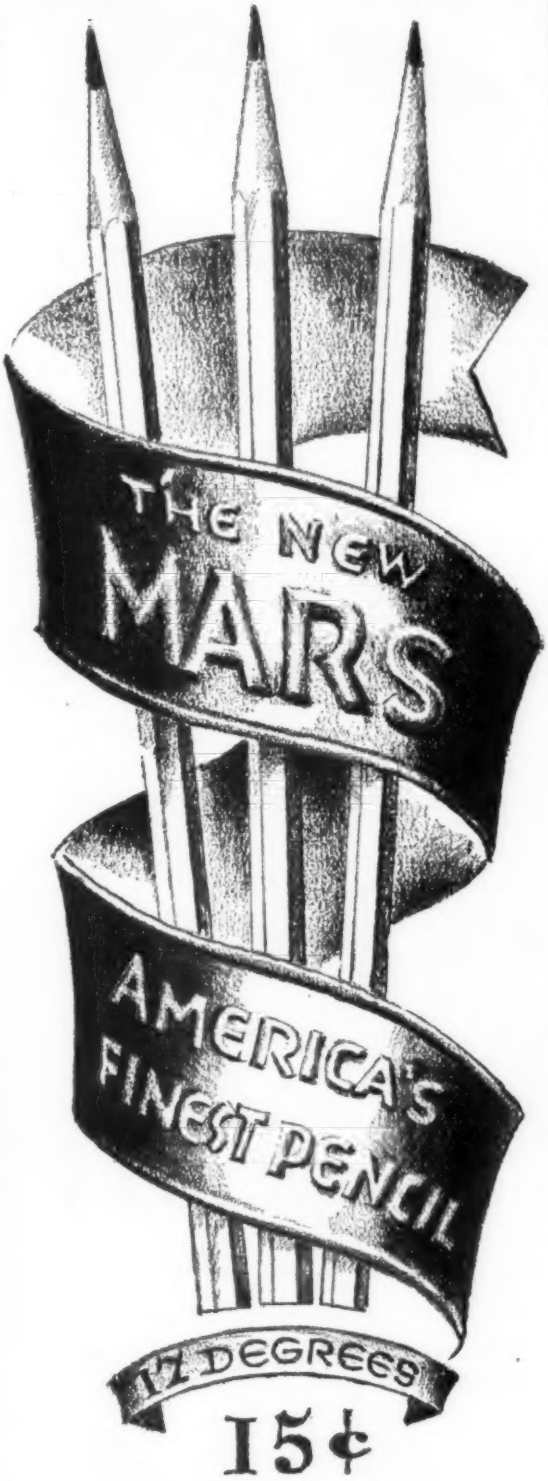
No extra space needed . . . you can place as many machines equipped with Acoustors in a given area as without.





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The Right Point for the Way You Write!

Esterbrook

DIP-LESS Writing Sets

Check these Advantages!

- It is *always ready to write*, and will write a full page without dipping.
- There is an Esterbrook Dipless point for every writing style and every writing task... easy replacement... low cost.
- Can be filled from any ink bottle... holds an average six months' supply.
- It can't leak... it can't overflow. Evaporation is at the lowest possible point... and the well is easy to clean.
- Dependable Esterbrook quality has been put into the construction of the set... it is substantial, efficient and a handsome addition to any desk.

Fill it Once... Write for Months

Esterbrook

The World's Leading Pen Makers Since 1858

THE ESTERBROOK PEN COMPANY
28 Cooper Street, Camden, N. J.
The Brown Brothers, Ltd., Toronto, Canada

ALL QUALITY ITEMS

A PENCIL FOR EVERY USE

Products of Koh-I-Noor Pencil Factory

KOH-I-NOOR PENCIL COMPANY, INC.
BLOOMSBURY, N. J.

BARKLEY

Plastic Tab Indexes

are easy on the eyes. That's why they give added filing comfort and efficiency. They save space, too.

Registered U. S. Patent Office

Established 1921

C. L. BARKLEY & CO.

Manufacturers of Filing Supplies

517 S. JEFFERSON STREET CHICAGO 7, ILL.

MACO LINE

TAGS ★ LABELS ★ PIN TICKETS
STURDILY AND ATTRACTIVELY PACKAGED

Sold by leading Stationers

The J.L.MAY COMPANY
109 WEST 19TH ST., NEW YORK, N. Y.

Stamps That Have Made Their Mark

If you want the quality, hardiness and uninterrupted service you are entitled to expect in your marking devices, be sure to ask for these models by name!

SUPERIOR
Type BAND DATERS

Entirely encased in metal for protection; perfect impressions; changeable die plates are only three of the features distinguishing Superior from ordinary daters.

TRIUMPH
Self-Inking BAND DATERS

Saves time and energy, combining in one modern unit a rubber stamp, a stamp pad and numberer (or dater). One unit, one action. Ask to see Triumphs in action.

At Your STATIONERS *and* RUBBER STAMP MANUFACTURERS

Buy War Bonds

"Something to tell the customers . . ."

OUR UNCONDITIONAL GUARANTEE

EVERY Speed-O-Print product is covered by it . . . this security insurance that's automatically issued with every Speed-O-Print product you buy. It's the safeguard of your sales efforts . . . and the ultimate reason for tens of thousands of satisfied users all over the world.

SPEED-O-PRINT CORPORATION
161 E. Grand Avenue
Chicago 11, Ill.

SOVEREIGN CELLULOSE STENCILS
Legal Size . $3.15 quire list
Letter Size . . $3.00 quire list

THRIFT-QUALITY STENCILS
Legal Size . . . . . $2.50 quire list
Letter Size . . . . . $2.25 quire list

CONSOLIDATED STAPLE CO., *Inc.*

Manufacturers of

STAPLING MACHINES and STAPLES

205 W. Wacker Drive, Chicago, Ill.
Eastern Office: 14 Wooster St., N. Y.

COPYRIGHT 1940 by SENECA FALLS RULE & BLOCK CO., INC. Seneca Falls, N.Y.

THE Seneca SECRETARY*

* REGISTERED U.S. PAT. OFFICE

is a most efficient tool in any office

DESCRIPTIVE LITERATURE ... SENT ON REQUEST ...

Write Dept. G2

SENECA RULERS, Inc.
SENECA FALLS, N.Y.

RULER MAKERS FOR OVER 68 YEARS

Traveling Representatives:

New England & New York State
R. S. Parsons
1265 Boulevard, West Hartford, Conn.

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Lawrence P. Schmidt
Room 538, Fifth Ave. Bldg.
200 Fifth Ave., New York City

•

Southern States
J. B. Stites
c/o Box 148, Seneca Falls, N. Y.

•

Middle West
H. L. Short
173 West Madison St., Chicago

•

Far West
F. E. Rising, Jr.
622 Laverta Terrace, Los Angeles

Nationally Advertised

Templar

points your way to a great line-up of

QUALITY PENCILS

for ECONOMY MINDED BUYERS

THIS CAN'T HAPPEN when you write with Templar DURO Lead patented lead and special bonding process make it 25% to 75% stronger ... Made in a wide range of six degrees.

3 Big Features

1. Made of specially selected graphite that insures daylong, smooth writing quality.
2. Brilliant blue plastic ferrule and red, no-smudge eraser, bonded by special process. Will be permanently affixed during entire life of pencil.
3. Only 5c pencil made in a wide range of 6 degrees for every writing need.

Sold only through regular stationery dealers. Dept. O4

Also makers of a complete line of black and colored lead pencils. A complete catalogue illustrating and describing the most popular numbers in line will be sent you upon request.

Manufactured by
RELIANCE PENCIL CORP.
MT. VERNON, N. Y.

Supergrip CEMENT is new!

Born of wartime necessity, this specially developed cement has many properties which fit it for wider uses in office, home, school and laboratory. SUPERGRIP sticks paper to paper, metal, glass and wood in either a permanent or temporary bond as desired. For mounting photographs, maps, advertising layouts, labels, engineering drawings, and in arts and crafts work, SUPERGRIP is convenient, reliable and satisfactory. It will not wrinkle thin paper, and any excess can be easily removed by rubbing with the finger as with rubber cement. Its clear, transparent film leaves no residue after removal.

Packaged in 4-oz. bottles (with brush) and in pint, quart and gallon containers. If not at your usual source of supply, write us.

BB CHEMICAL COMPANY 111 MEMORIAL DRIVE CAMBRIDGE 39, MASS.

Victor Safe Appoints Murray Vice-President

The Victor Safe & Equipment Co., Inc., North Tonawanda, N. Y., announces that Allan Murray, for the past two years general sales manager, has been appointed vice-president of the company.

ALLAN MURRAY
Victor Safe & Equipment Co.

Mr. Murray has been associated with Victor and affiliated companies since 1920. In 1928, he organized their first advertising department and served as advertising manager, and later in the dual capacity of advertising and assistant sales manager until his appointment as general sales manager in 1942.

During his long association with Victor, Mr. Murray has taken an important part in its development from an organization manufacturing and selling safes only, to a leading supplier of a widely diversified line of popular items. He expects to continue the company's long established policy of selling only through stationery and office equipment dealers, and looks forward to continued development and expansion of Victor's products, especially after war-time restrictions are relaxed.

Sheaffer Elects W. F. Heising to Board

At a meeting of the board of directors of the W. A. Sheaffer Pen Co., Ft. Madison, Iowa, on August 18th, W. F. Heising was elected to fill the unexpired term as director of W. A. Scherfe. Mr. Scherfe died on August 11th.

Mr. Heising, general superintendent of all manufacturing departments, has been with the company since 1917. In 1926 he was appointed to his present post.

Stafford Appoints Chas. D. Roselius

Charles D. Roselius has been named general sales manager in charge of all sales for S. S. Stafford, Inc., 603 Washington St., New York, nationally known manufacturers of Stafford's inks, adhesives and other products, it has been announced by the company.

Mr. Roselius joined Stafford in 1916, and was for many years a director and the secretary of the company. For the past twenty years, he has been sales manager of the household products division which markets Renol furniture polish and a complete line of household products. He will continue in charge of this branch, in addition to taking over the sales supervision of the ink, adhesives, carbon, and ribbon divisions.

Blaisdell Announces New Drawing Pencil

The Blaisdell Pencil Co., fifty-year-old Philadelphia manufacturer of the Nick and Pull String paper pencils, is now introducing a new line of uniform Pre-Tested drawing pencils known as Ben Franklin and available in 17 degrees from 6B to 9H. Ben Franklin advertisements are now appearing regularly in stationers,' artists,' architects,' engineering, students' and other magazines. Constant use of consumer magazines, plus point of purchase material as well as merchandising work by the Blaisdell national sales force will be continued thoughout the year. This advertising and merchandising is handled by the Richard A. Foley Advertising Agency, Inc., of Philadelphia.

"When a pencil can take what you give it, it's good," she sez. "So that's why she switched to Ticonderoga pencils for our office. Boy, those Ticonderoga leads can take it! They do a whale of a lot of work quick and easy. The erasers? Swell! Dixon makes 'em wobble-proof. Packs 'em tight in plastic ferrules. I gotta admit, our Purchasing Agent knows her pencils!"

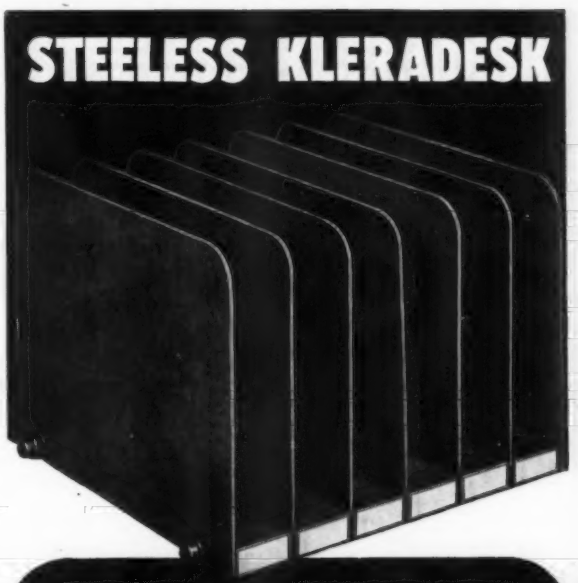
Look for the green plastic ferrule with the double yellow stripes

Demand . . . the fine American pencil with the fine American name . . .

TICONDEROGA

Joseph Dixon Crucible Co., Dept. 6-J51, Jersey City 3, N. J.

STEELESS KLERADESK



The "good old days" are here right now for *Sengbusch* dealers

Here are established Sengbusch items — that you've depended on for years — *available today* in standard Sengbusch quality. True, *steel* for the famous Kleradesk (processed prior to Order M-126) is now gone. But the good-looking, equally efficient *Steeless* Kleradesk has been universally accepted in its place—by wholesaler, retailer, and consumer. The *glass* Handi-pen set is going strong. And we now have a supply of the popular Ideal Moistener, both Senior and Junior models. Stock these profitable Sengbusch items. Order today. *Sengbusch Self-Closing Inkstand Co., 211 Sengbusch Bldg., Milwaukee, Wisconsin.*

Glass Handi-pen Set
Gives your customer all the satisfaction of Handi-pen writing.

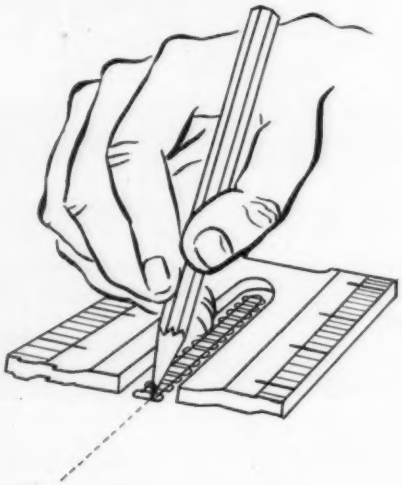
SENSATIONAL NEWS FOR LIVE BUYERS!

Presenting

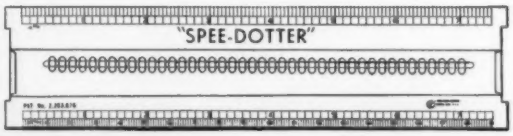
SPEE-DOTTER

A REVOLUTIONARY DEVELOPMENT IN DRAWING DEVICES

SPEE-DOTTER rushes the finished work of draughtsmen, architects, engineers, designers, artists, students, layout men. With SPEE-DOTTER they get accurately dotted lines in a split second.



SPEEDY
EFFICIENT
REVOLUTIONARY



Two sizes, made of transparent plastic, fully graduated for ruling and measuring. Pocket size, 8", retails at $1.00. Desk size, 12", retails at $1.50. Production now under way; get your order on file for prompt delivery.

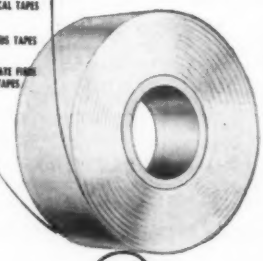
Multiple uses—makes parallel lines, measures, produces dotted lines. Every user of a drawing instrument will clamor for Spee-Dotter. Produced by the makers of the famous C-THRU line of modern measuring devices.

RULERS · TRIANGLES · NAVIGATIONAL INSTRUMENTS · STENCILS · PROTRACTORS · OTHER DEVICES

C-THRU Ruler Company

HARTFORD, CONN.

When TAPE must hold without shrinking or buckling — over long journeys — through extremes of heat and cold—specify FILMONIZE TAPE. At war plants, FILMONIZE goes on more easily, more quickly, saving man hours and trouble. When it gets to its destination it has done its job of protecting, sealing, identifying or holding perfectly! War plants the country over have begun to discover that there's never been a TAPE like FILMONIZE. Call your distributor and let him show you the many ways to use the different types of FILMONIZE TAPE to do *your* war job better.



Filmonize Sets New Standards

- Easy to use . . . strips cleanly off the roll.
- No "curl-back" . . . no tangle . . . no waste.
- Fade-proof colors . . . printing sealed in.
- Widths from ½" to 18" throughout the Filmonize line.

filmonize

TRADE MARK REG.

SELF-SEALING TAPES

INTERNATIONAL PLASTIC CORPORATION MORRISTOWN, N. J.

ERASERS for INK and TYPEWRITER

mean

RUSH ERASERS

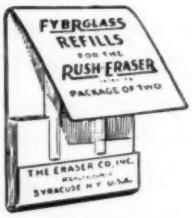
When you buy erasers for your office, you do not want erasers that smudge or grind unsightly spots in expensive stationery. You want erasers that do the job quickly, easily and efficiently. You want Rush erasers.

The new Rush fybrglass eraser is attractive and convenient. Used with a feather touch, this astounding, handy eraser works 5 times faster than an ordinary eraser. And the results are better! Get one today and check these features.

- ✶ PROPEL-REPEL HOLDER
- ✶ FITS THE HAND
- ✶ USES FYBRGLASS REFILLS
- ✶ QUICK AND EFFICIENT
- ✶ LEAVES NO SMUDGE ON CARBON COPIES
- ✶ GUARANTEE PROTECTS YOU

FYBRGLASS

Refills are made of thousands of finely spun fibers held together with a special binder, making the fastest eraser known. Durable — Long lasting — Economical. Handy package containing 2 Refills—25c.



Rush Erasers sell for 6.00 doz. with money back if not satisfied. Ask your Stationer, or write us today.

THE ERASER CO., INC. Mfrs.
237 WEST WATER ST.
SYRACUSE 2, NEW YORK

THERE IS ONLY ONE TICONDEROGA!

That's the pencil with the smooth, gliding touch, and the restful, flowing action. That's the long-lived writing tool that gets through stacks of work so quickly. Ticonderoga is an energy-saver, a temper-saver, a money-saver. Alert Purchasing Agents everywhere are buying Ticonderogas by the million. Easily identified by the green plastic ferrule with the double yellow bands.

Demand... the fine American pencil with the fine American name...

TICONDEROGA

Joseph Dixon Crucible Co., Dept. 6-J4, Jersey City 3, N. J.

GOOD NEWS

WITHOUT Preference Ratings

YOU CAN NOW OBTAIN

MARKWELL ***RF-RX & RW TYPE*** ***STAPLES***

From All Authorized Markwell Dealers

MARKWELL MFG. CO.

200 Hudson Street New York 13, N .Y.

"Pin-up" Favorites Since 1900

MOORE PRODUCTS

PUSH-PINS

PUSH-LESS HANGERS

METLHED MAPTACKS

Repeat business and increased profits reward the dealer who sells MOORE Push-Pins, Hangers, Maptacks and Thumbtacks. Since 1900 these fine products have enjoyed leadership in the field—and since 1900 they have been advertised consistently to a national audience of reader-buyers.

MOORE PUSH-PIN COMPANY • *Since 1900*

113-25 BERKLEY STREET • PHILADELPHIA 44, PA.

In the biggest job ever to confront American production, distribution and transportation, GRAFFCO Signals and Maptacks have been in heavy demand.

The *big* job comes first, and it will continue to command our best efforts and those of our dealers, most of whom have been earnestly and effectively engaged in it.

And the big job—for you and for us—will continue in the months and years which lie ahead—months and years of patient unrelenting effort to rebuild a world. American business and industry have never faced a greater challenge.

Yes, we've *all* got a job to do!

CELLUGRAF Signals. Known as the finest signal made for visible records. Easy to apply, remove or adjust but secured by inner spring. Six transparent, four opaque colors.

NU-VISE Signals. Improved construction for "vertical" files. Firm grip, slip on easily, no extending edges to catch. Twelve colors.

NU-VIZ Signals. Non projecting for visible index system. Lie flat and do not catch adjoining leaves or cards. Four styles, three widths. Twelve colors.

MAPTACKS. Precision-made with sharp points of tempered needle steel, uniform spherical heads that will not break under ordinary usage. Five sizes, twenty colors. Also flat head and marking tacks.

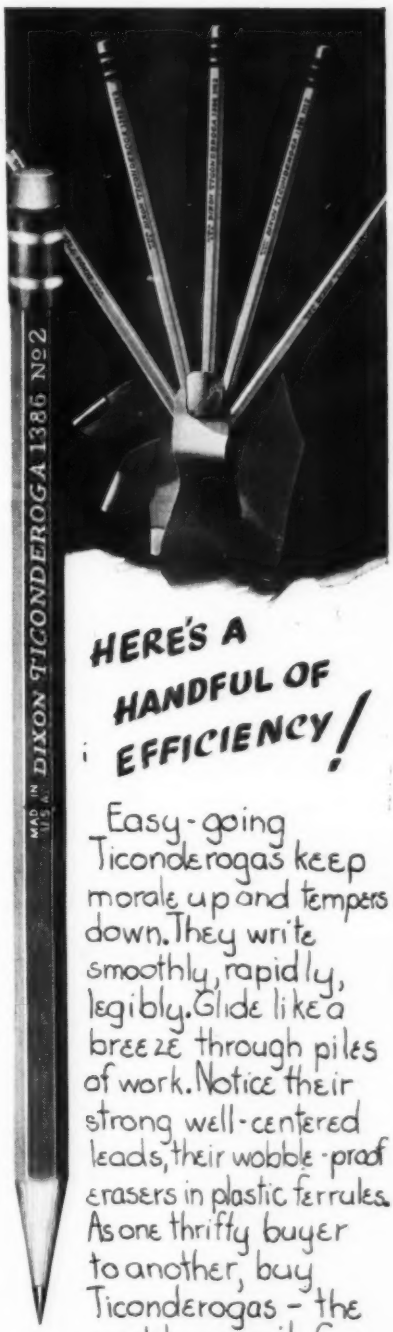
GEORGE B. GRAFF CO.
68a Washburn Ave. Cambridge 40, Mass.

Makers of

CELLUGRAF SIGNALS — MAPTACKS
NU-VISE SIGNALS — NU-VIZ SIGNALS

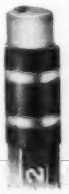
Graffco

SIGNALS for OFFICE SYSTEMS



HERE'S A HANDFUL OF EFFICIENCY!

Easy-going Ticonderogas keep morale up and tempers down. They write smoothly, rapidly, legibly. Glide like a breeze through piles of work. Notice their strong well-centered leads, their wobble-proof erasers in plastic ferrules. As one thrifty buyer to another, buy Ticonderogas – the quality pencil for quality work.



LOOK FOR THE GREEN PLASTIC FERRULE WITH THE DOUBLE YELLOW STRIPES

Demand the fine American pencil with the fine American name

TICONDEROGA

Joseph Dixon Crucible Co., Dept. 6-J8, Jersey City 3, N. J.

Cash in on—
Bainbridge Fibrcan

No. 2V
Height 15"
Top Diam. 12"
Bott. Diam. 10"

Popular office size strongly built waste basket, appropriate for executive and employee use.

Colors: Brown and Olive Green

No. 10 30" x 14"
No. 10V 30" x 12"

Sturdily constructed general utility basket suitable for use in lavatories and wherever towels or other waste material accumulates quickly.

Colors: Brown and Olive Green

No. C-110V
16" x 30"
18" x 30"
20" x 30"

A large capacity re-enforced basket for general industrial and commercial use — built to stand rough usage.
Also mounted on wheels.

Colors: Brown and Olive Green

ALL BAINBRIDGE BASKETS BUILT AND PRICED FOR USER SATISFACTION
Write for prices and description of other numbers

Bainbridge Fibrcan
THE BASKET KNOWN TO A CONTINENT
Distributed by
BAINBRIDGE, KIMPTON & HAUPT, Inc.
218 Greenwich St. New York 8, N. Y.

John Brailey Summers

———assistant sales manager of the Victor Safe & Equipment Co., North Tonawanda, N. Y., died at the Millard Fillmore Hospital, Buffalo, N. Y. He joined the Victor organization in 1936. As assistant to the general sales manager, he was active in the promotion of visible and insulated lines, traveling widely through the East, South, and Midwest on inspection and contact trips.

JOHN BRAILEY SUMMERS

Mr. Summers was born in Ramsay, Isle of Man, in 1881. He pioneered in sales of cabinet visible equipment in this country, and in the Twenties was sales manager of the Hood Rubber Co., Watertown, Mass. His many friends will long remember his jolly presence, funny stories and his happy knack of creating an atmosphere in which sales grow.

Mr. Hoy's Idea Gets Support

William P. Hoy, of Art Metal Construction Co., was much surprised to see featured in October *Coronet* an article by Representative John M. Coffee (Dem., Wash.), advocating the establishment by the State Department of a West Point for training men to serve abroad as our government's civilian representatives.

This suggestion was first advanced publicly by Mr. Hoy back in 1941 at the National Foreign Trade Council convention held in New York that year. Mr. Hoy was invited to address the educational group session on his project for a third academy similar to the U. S. Military and Naval Academies, but devoted to the training for diplomatic and consular service of young men appointed from the various national groups of the American population. Such a plan, he pointed out, would utilize the invaluable knowledge of first, second, and third generation Americans regarding the language and the cultural and religious background of the countries of their ancestral origin, thus strengthening the bonds of understanding between other nations and our own.

Mr. Hoy's pioneering address on this topic was reported on in October, 1941, OFFICE EQUIPMENT DIGEST.

McNeill Vice-President of Sheboygan Chair

At a recent meeting of the board of directors of the Sheboygan Chair Co., Sheboygan, Wis., Harry T. McNeill, production manager, was elected vice-president of the company.

Mr. McNeill became associated with the Sheboygan company in his youth, and later organized his own chair company, which he operated for many years. He again became affiliated with the company as purchasing agent, and later as production manager.

Metal Staplers Available at Speed Products

Office users of stapling machines will be interested to learn that all of the popular Swingline models are now being produced with metal throughout by Speed Products Co., Long Island City, N. Y. Swingline models include the Nos. 3 and 4 desk models, Nos. 3P and 4P plier-type, the desk and pocket TOT, and Speedmatic Tacker.

Priorities are no longer required on these and many other Speed products.

INKOGRAPH BULLETIN #9

Although, at present, normal manufacture is still restricted, we are looking forward to the day when we will again be in a position to serve all our old customers and gain new friends.

It has been our aim all through these trying times to spread our limited production as far as possible in the effort to have and to hold every dealer's good will.

Inkograph Co., Inc.
200 Hudson St., N. Y. C. 13

STENCIL DRAWING KIT

THE ESSENTIAL TOOLS EVERY STENCIL MACHINE OPERATOR NEEDS

KIT CONTAINS THE FOLLOWING

1 #1 Fine Ball Pt. Stylus. $.35
1 #6 Medium Wire Loop.. .50
1 #10 Dotted Line Wheel. 1.35
1 #14A Shad'g Implement .50
1 #29A Fine Hook Stylus .40
1 Brass Wire Screen.... .60
1 #512 ⅛" Kabel Letter'g Guide 1.50
1 #525 ¼" Kabel Letter'g Guide 1.75
1 32-Pg. Technyg'ph Rainbow Styli Manual... .25
1 40-Pg. Technyg'ph Lettering Guide Manual .25
1 24-Pg. T'hnyg'ph Shading Plate Manual... .25
1 Leatherette Case..... 1.35

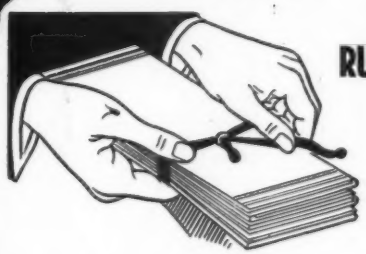
VALUE $9.05

COMPLETE KIT, *only*..... $6.75

TECHNYGRAPH CO., TECHNY, ILL.

PULL FASTENERS

The ANSWER to YOUR RUBBER BAND PROBLEM



★

Keep cancelled checks, deeds, mortgages, insurance policies, vouchers and documents neatly tied together.

PULL either end to tighten.
PULL shorter end to loosen.

PULL FASTENERS do not dry out, crack or break while in use . . . eliminate the danger of documents becoming lost or separated . . . used by Banks, Utilities, State, City, County Offices, Insurance Companies, Libraries, Railroads, Business Offices and Manufacturing Firms.

Write for Details and Prices.

SCHLEGEL MANUFACTURING COMPANY
277 North Goodman Street — Rochester, N. Y.

WRITE CARBON PAPERS *and* TYPEWRITER RIBBONS

Get WRITE on the Job!

Your office workers are doing a whale's share of work! The question is—How to get the work out? How to keep the standards high? How to make two hands do the work of four?

Let WRITE generously-inked Carbon Paper and Typewriter Ribbons do a clear, clean job for you!

You'll get more and cleaner copies with every original. Our supplies cut down costs of materials and labor, too!

Guaranteed for uniformity, quality, and long wear.

Inquire of your local dealer or send today for free samples and our attractive low-price list.

Quick Deliveries!

WRITE INCORPORATED 420 Lexington Avenue New York 17, N. Y.

FACTORY: Bridgeport, Conn.

MORILLA

Headquarters for
"SUPER"
"VEMCO"
"NORIS"
"CHARVOS"
Drawing Instruments

DRAWING MATERIALS

Drawing Sets
Beam Compasses
Ruling Pens
Triangles
T-Squares
Scales
Slide Rules
Etc., Etc.

Tracing & Drawing Papers

ARTISTS' SUPPLIES

DURA-SEAL

(FORMERLY KNOWN AS CEL-U-SEAL)

The Original Transparent Adhesive Film

For covering and protecting maps, charts, blue prints, valuable documents. This acetate film with a transparent adhesive coating is extensively used by Army and Navy Departments to protect maps, etc. It is readily applied by hand and requires no heat or moisture. Available in rolls 18", 24", and 36" wide, 10 and 20 yard lengths. Matte surface is also available.

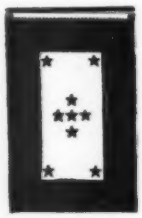
1944 Complete Catalogue Now Ready. Write Dept. G.

THE MORILLA COMPANY, INC.
36 COOPER SQUARE NEW YORK 3, N. Y.

Two Fine Service Emblems

Roll of Honor

Permanent Service Plaques for offices, factories, churches, schools, etc. Beautiful walnut plaques, with individual gold-bordered name plates, and names in silver. Most beautiful plaques on the market. Write for price list today.



Official SERVICE FLAGS

Sizes and prices to suit all types of business, from largest to smallest. Immediate deliveries in both standard sizes and made to order. Send for illustrated catalogue price list.

Also—U. S., Christian, Papal, and Allied Flags. Write us.

REGALIA MFG. CO., Dept. T, Rock Island, Ill.

Autocopy CLEANSING CREAM

CLEANS HANDS INSTANTLY!

Removes Hectograph, Mimeo and other Duplicating Ink stains, oil, grease, etc.

6 oz. tubes
½ lb. cans
1 lb. cans
5 lb. cans

Quick, effective, pleasant—enjoys enthusiastic approval of copy machine operators. They like its thorough, yet gentle action, its pleasant scent and the way it keeps hands soft and smooth without disturbing nail polish. It has been tested, approved and adopted for use by many large firms including Bethlehem Steel, Timken, R.C.A., Inland Steel, Crane Co. and Ryerson.

TRIAL ORDER—Send your order for 12 tubes today. Price list and quantity discounts will be enclosed.

Autocopy, Inc.

464 West Superior Street **Chicago 10, Ill.**

NEW "WOOD" LOCKER UNIT

ACCOMMODATES 12 IN 5 FT.

The new hardwood and plywood Peterson Industrial Lockers come in both single and double (back to back) units that accommodate either 12 or 24 persons in every 5 running feet. Double locker room capacity and save valuable floor space for productive use. Provide each employee with a spaced coat hanger, an individual ventilated hat shelf and a 12 in. x 12 in. lock box for lunch, micrometers, drawing instruments or personal effects.

PETERSON Wardrobe Equipment is provided for factory, shop and office—comprises a complete line of single and double faced locker units, wardrobe racks and non-tipping (6 or 12 place) costumers. Keep wraps "in press," dry and sanitary—exposed to air and light. No crumpled hats or soggy lunches in stormy weather. Prompt delivery.

Write for Catalog

VOGEL-PETERSON CO.
"The Checkroom People"
1802 N. Wolcott Ave., Chicago 22
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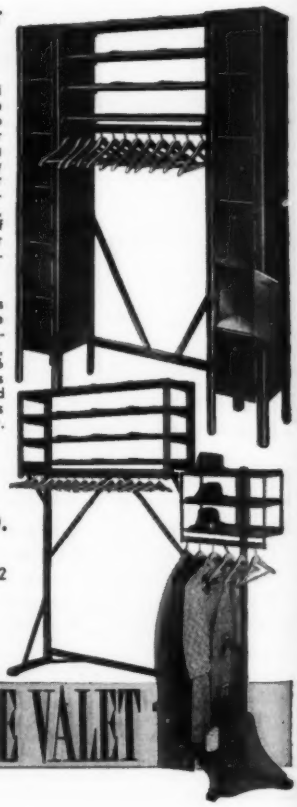

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For weekly payrolls: 50c

Our composite chart shows minimum amount for every weekly wage, by half-dollar breakdowns up to $60.00 and by dollar breakdowns to $200.00. Attractively designed, easily handled 9 x 12 card. Needed by every bookkeeper, payroll clerk and personnel office.

The employee has the right to expect the lowest possible withholding and highest "take-home" pay. Especially when he has less than a full year's employment, reducing his tax below the standard, or when he has deductions in unusual amounts for interest on debts, real estate taxes or medical expenses. These may even wipe out any tax liability for him at end of year. So the least the employer can do is to reduce chances of excessive withholdings and consequent refund red-tape for government as well as employee, by consistent use of lowest withholding method permitted under the law. In spite of narrower brackets of the official table, it is possible by proper selection, to save employee from 10c to $1.82 a week. Multiplied by 52 this is important.

Avoid employee complaints and expensive time-killing calculations. (New Law uses three "tricky" new percentages.) Our chart selects for each dollar wage, the withholding under the exact method or the official table, wherever either favors the employee. Your work is simplified and advantages of both methods are retained.

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1—**Good Design** that makes a chair pleasing and comfortable.
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6—**Skilled Craftsmen** to make the best use of all materials.
7—**The Determination** to build nothing but good chairs.
8—**Experience** of 76 years that teaches what makes a chair good and how to build it that way.

Let us know your requirements in office chairs and we shall serve you to the best of our ability.

SHEBOYGAN CHAIR COMPANY SHEBOYGAN WIS. U.S.A. TRADE MARK

SHEBOYGAN CHAIR COMPANY

Designers and builders of good chairs since 1868—for homes, offices, schools and institutions.

SHEBOYGAN, WISCONSIN

Officers Installed by Supervisors

Miss Irene H. Clark, Wm. Iselin & Co., was installed as president when the Transcription Supervisors Association of New York held its fall opening dinner meeting on September 11th at the Hotel Sheraton. Mrs. Ruth E. Delker, former president of the T. S. A. and present director of District One of the New York State Federation of Business and Professional Women's Clubs, installed the officers.

MISS IRENE H. CLARK
President,
Transcription Supervisors Association, in uniform of Nurses' Aide

Other officers installed include Miss Adeline Maus, Beneficial Management Corp., vice-president; Mrs. Mae Turbush, Fireman's Fund Indemnity Co., treasurer; Miss Edith Stanley, Joseph Dixon Crucible Co., recording secretary, and Miss Rosemary Carroll, American Insurance Co., corresponding secretary.

Miss Marie Jordan, also former president of the T. S. A., spoke on the duties of the district director. Lawrence Scheewe, executive of Seagram's Distillers and director of the Dale Carnegie Institute, talked on "Human Relations in Business."

The association has mapped out its program for the year to include discussions of office equipment, supplies, office methods and other subjects of interest to the members.

Membership in the association recently was extended to include the teaching, personnel, and employment fields.

James Henry Rand, Sr.

——pioneer in the business machine industry and founder of the company which today is Remington-Rand, Inc., died in North Falmouth, Mass., on September 17th at his home. He was 85 years old.

Mr. Rand perfected and patented the first visible-name ledger, which led to the formation of the Rand Ledger Co., parent of the present Remington-Rand organization.

It was in the 1880's, when he was employed in a Tonawanda, N. Y. bank that he first recognized the enormous waste of time by clerks and bookkeepers thumbing through blind ledgers in search of accounts. It was this waste which led him to the formation of the ledger company, with himself as president and his brother, B. L. Rand, as vice-president.

Mr. Rand's development of the visible index, and his pioneering in many other time-saving devices, broadened the field for the company's products and led in 1911 to the formation of the Rand Company. In 1925 the Rand Company and the American Kardex Co., of which his son, James H. Rand, Jr., was president, were merged into the Rand Kardex Co. Later the same year, the Index Visible Co. was purchased, and the Library Bureau of Cambridge, Mass. was merged with Rand Kardex. The new company purchased the Safe-Cabinet Co. in 1926.

The final consolidation came in February, 1927, when the interests of the Rands, father and son; the Remington Typewriter Co., the Baker-Vawter Co., the Dalton Adding Machine Co., and other concerns were brought together under James H. Rand, Jr.'s leadership to form Remington-Rand, Inc.

Surviving are his son, James H. Jr., another son, Philip S. Rand, three daughters and three sisters.

They'll Give You Years of Service

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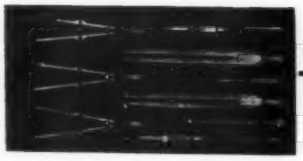
Fine Drawing Instruments at Reasonable Prices



When you need fine drawing instruments, ask your dealer for CHARVOS, a name familiar to hundreds of the most competent artists and draftsmen in the country. Despite present conditions you will find an excellent selection at surprisingly low prices.

Set #814 (illustrated above—Contains a new style 6" Compass; 6" Divider; Bow Divider; Bow Pencil; Bow Pen; Ruling Pen; Screw Driver, Needles, Leads and Parts. Velvet-lined 2-flap pocket-type case ---------- $18.00

Set #612—Contains 6" Compass; 5½" Ruling Pen; 3¾" Bow Pencil; 3¾" Bow Pen; Screw Driver with Needles and Leads; Velvet-lined 2-flap pocket-type case---------- $10.80

Set #614N—Contains 6" Compass; 5½" Ruling Pen; 6" Divider with Straightening Device; 3¾" Bow Divider; 3¾" Bow Pencil; 3¾" Bow Pen; Screw Driver with Needle and Leads; Velvet-lined 2-flat pocket-type case---------- $15.00

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WITHHOLDING TAX CHANGES

Be Ready with the "EASY WAY" CALCULATOR

All "EASY WAY" Calculators shipped after Nov. 1st will be equipped with the new 1945 Charts showing at a glance the tax to be withheld on any employe. Compact and sturdy, it will do the work of many for 4 cents a day. Nothing to get out of order. Official Government charts! Be sure to specify the chart you need:

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Preview

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AMA to Hold Office Conference

Executives from all parts of the country, numbering more than 1,000, are expected to attend the Office Management Conference of the American Management Association, which will be held October 17th and 18th in the Hotel Pennsylvania, New York.

James P. Mitchell, director of industrial relations, R. H. Macy & Co., and former director of Industrial Personnel Division, Army Service Forces, will be among the principal speakers at the conference. Mr. Mitchell's topic will be "Fundamental of Employee Morale."

Major Benjamin M. Golder, executive officer, Veterans Personnel Division, Selective Service System, will speak on office problems growing out of the return of the white collar veteran. "Office Unionization" will be discussed by Louis Stark of the Washington bureau of the New York Times and Claude V. McBroom, director of personnel and methods, Meredith Publishing Co., and past president of the National Office Management Association.

Many other prominent speakers in the management field have been scheduled to speak.

Pitney-Bowes Announces Promotions

W. R. Greenwood, vice-president of Pitney-Bowes Postage Meter Co., Stamford, Conn., announces the following promotions in the company's sales organization:

H. M. NORDBERG
Pitney-Bowes Postage Meter Co.

H. M. Nordberg, assistant to the vice-president in charge of sales, with headquarters in the Stamford home office; E. M. Davis, Eastern sales manager, with headquarters in New York; W. L. Frew, Southern sales manager, with headquarters in Atlanta, and J. A. Lamplugh, Western sales manager, with headquarters in Chicago.

Mr. Nordberg joined the organization at Kansas City in 1934 as salesman, and became branch manager at Minneapolis in 1935, until he returned to Kansas City in 1937 to become branch manager of that operation. In 1939, he was appointed manager of Division B, and an outstanding record was made under his leadership.

All appointments made were in line with the company's plan for post-war expansion.

Third Army-Navy Award to Mosler Safe Co.

Employees of the Mosler Safe Co., Hamilton, Ohio, manufacturers of safes and bank vaults for nearly a century, have received their third Army-Navy Production Award for excellence in the manufacture of war material. Except for a recent WPB authorization to resume making new safe deposit boxes, the company's entire facilities have been devoted to the production of aircraft and Diesel engine parts, armor plate, landing barges, machine tools, and special development work for the Army Ordnance Department. The company is the principal supplier of security chests for all types of Navy vessels and fire resistive safes for all branches of the U. S. Government.

Edwin H. Mosler, president, and the other executives of the company have expressed themselves as highly pleased at this additional award of merit to the men and women of their organization.

Commercial Controls Acquires U. S. Postal

Effective October 2nd, the Commercial Controls Corp., Rochester 2, N. Y., acquired the right, title and trademarks of the U. S. Postal Meter Corp. The mailroom equipment division of the Commercial Controls Corp., will hereafter be known as the U. S. Postal Meter Division.

Commercial Controls Corp., has accepted responsibility for the service and maintenance of existing U. S. Postal Meter installations and will market and maintain customer service on any of the machines still available for sale.

The acquisition of this company is another step in the expansion program of Commercial Controls to develop a complete mail-room service.

New York NOMA Chapter Opens Season's Activities

Members of the New York chapter of the National Office Management Association heard two speakers when they met for discussion and dinner September 20th at the Belmont-Plaza Hotel.

A new type of meeting took the form of a talk and discussion late in the afternoon followed by a social hour and dinner, at which the second speaker addressed the group.

At the afternoon meeting Capt. Kenneth H. Ripnen told of his experiences in planning office arrangements for the War Department in Washington, D. C. The dinner speaker was Charles W. Carvin, vice-president of the Industrial Rayon Corp., who discussed "Management Views the Future."

The chapter's first luncheon meeting of the season was held October 4th at the Belmont Plaza Hotel. The subject discussed was "Office Furniture and Supplies," under the leadership of A. G. Whaley, U. S. Steel Export Co.

Mr. Whaley advised that office organizations should plan to go along for the next year or two as they have been going, with respect to procurement of furniture and supplies, because when the time for reconversion comes, tooling up for production will be a slow process.

Future luncheon meetings will be held the first Wednesday of each month, with the exception of January, when no luncheon meeting will be held. The next one is on November 1st, on the subject, "Heating and Ventilation," with Leonard S. Phillips, of New York Steam Corp., as leader.

The evening meeting, October 18th, will concentrate on the subject of "Office Machines." The speaker for the session will be Lt. Col. F. J. Wesley, of the War Department's Office of Dependency Benefits. Col. Wesley, a former IBM executive now on military leave of absence, is one of the country's foremost authorities on the use of office machines in mass operations.

Attending the meeting will be several guests from the group of office managers who will be in New York October 17th and 18th to attend the American Management Association's office management conference.

Burroughs Granted "E" Renewal

A renewal of the Army-Navy "E" award has been granted to the Burroughs Adding Machine Co., Detroit, Mich. Announcement of the additional award was made in a letter from Admiral C. C. Bloch, U.S.N. (retired), Chairman of the Navy Board for Production Awards.

After many months of secret production it was revealed some time ago that Burroughs precision manufacturing facilities were being employed in the manufacture of the famous Norden bombsight as well as in the production of figuring and accounting machines required by the Army, Navy, U. S. Government, Lend-Lease, and other enterprises whose needs are approved by the WPB.

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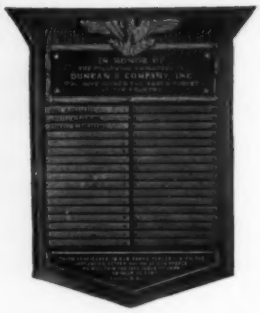
Dignified Tributes to Your Men in the Services

These Victory Cast Honor Rolls with raised letters present impressively the names of those you would honor. Cast in a material that both looks and feels like Bronze.

Send for illustrated literature.
[Arrange now for Postwar Bronze Tablets. Avoid delay later.]



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"BRONZE TABLET HEADQUARTERS"
570 BROADWAY, NEW YORK 12, N. Y.

Robinson Reminders
★ EUREKA MAILING LABELS ★

Write for our Everyday
SPECIAL $50.00 ASSORTMENT
OF BOXED STATIONERY
WHITE AND COLORS
SUITABLE FOR CHRISTMAS

NATIONAL MERCHANDISING COMPANY
Distributors of Greeting Cards and Social Stationery
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Stop Petty Thefts

No. 10

WONDER LOCK does everything the ordinary lock can do—plus many things no other lock has ever done before. Instantly applied and will securely lock every kind of a drawer, file or door, (See Illustration). Also made to protect the contents of show cases. No holes to drill—no nails or screws, no tools required. Two drawers may be secured with one WONDER LOCK by the use of brace plate furnished.

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Every store, office, factory and home a prospect. Used by U. S. government. Write at once for price and full particulars.

Prompt Shipments

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Wilson to Head Multigraph Division

W. H. Wilson has been appointed sales manager of the Multigraph-Division of the Addressograph-Multigraph Co., Cleveland, according to announcement of J. B. Ward, vice-president.

W. H. WILSON
Addressograph-Multigraph Corp.

The promotion from assistant sales manager comes to Wilson simultaneously with his completion of twenty-five years of service with this office equipment manufacturing company. He started as a stock clerk with the Chicago agency.

The newly-appointed sales manager came to Cleveland in 1938 as supervisor of sales training and was made assistant sales manager in 1940.

The Post-war Office

(*From page* 81)

details of the various jobs handled by individuals, the relation of machines and equipment to services and facilities inside and outside the office space. The limitations imposed by that space and the building in which the office is located call also for analytical study before the layout gets under way. Underneath all this, of course, there must be present a knowledge of office planning standards and layout procedures.

Effective office layout requires also someone capable of serving as coordinator of the requirements of all the departments and to follow up on all such details as building alteration schedules, furniture and equipment deliveries, telephone and power installations, and moving dates.

The big point I want to make here is that office planning, to be effective, must be thoroughly scientific in its approach to all problems. Sound knowledge of the essential requirements and of everything available to our use in meeting these requirements must be coupled with up-to-the-minute awareness of the best in office layout and procedure. Then only can we be sure that we are ready to provide ourselves with an office that will adequately handle the essential paperwork of a new day!

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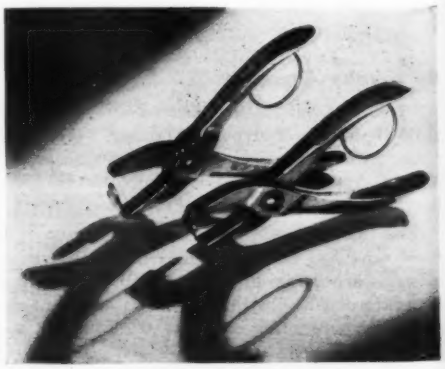
150 Standard - 152 Midget
STAPLE REMOVERS

Send for Catalog
of Tools that give . . .

. . . "More Power to You!"



THE WILLIAM SCHOLLHORN COMPANY
STATIONERY TOOL DIVISION, NEW HAVEN, CONNECTICUT

Huth Joins New York Victor Office

Andrew Huth of New York has joined the New York sales office staff of the Victor Safe & Equipment Co., Inc., where he will work with the dealers in the metropolitan area under the supervision of Alex Burkhardt, New York district sales manager.

Mr. Huth has a record of several years in the industry in the New York area.

School Papers Carry Ads on Speedo Products

Speed Products Co., Long Island City, N. Y., has released a series of advertisements to be published in thirty-one college newspapers throughout the country, reminding college students returning for the fall semester to equip themselves with Speedo school tabs and TOT staplers.

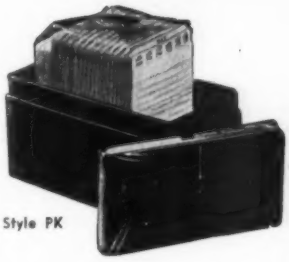
Underwood, Bridgeport Gets "E" Citation

The Underwood Elliott Fisher Co., has been awarded a second Army-Navy award for meritorious service on the production front. This citation was in the form of a star to be added to the "E" award pennant given to the Bridgeport, Conn. works.

In a statement to the men and women in the Bridgeport works, the Undersecretary of War Robert P. Patterson wrote, "You have continued to maintain the high standard which you set for yourselves and which won you distinction more than six months ago."

Brig. Gen. G. H. Drewry, Chief of the Springfield Ordnance District, pointed out that the award speaks volumes for the teamwork and loyalty of the men and women of the Bridgeport plant. Donald S. Sammis, vice-president and works manager, accepted the award in the name of the employees and the company.

HOW TO DO MORE WORK IN LESS TIME



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Memindex organizes, reminds, simplifies every activity. A tremendous time and energy saver. POCKET CASE for temporary data — DESK UNIT for permanent records—but no transcribing. Order early. Demand very heavy.

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Your Customers Need

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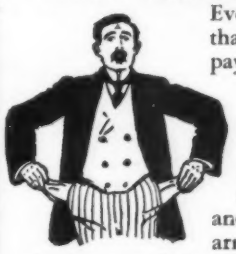

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WRITE FOR PRICES.
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Beautiful plaques, many designs, in sizes for any number of name plates. Send for prices and literature.

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Retail at 25c each.
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This Name—This Package

Guarantee Finest Quality
RITE-RITE MFG. CO. • DOWNERS GROVE, ILL.
SUBSIDIARY OF JOSEPH DIXON CRUCIBLE COMPANY

Filing Group Hears Automat Comptroller

Details of the operation of the Automat chain of restaurants and the keeping of the records necessary for such a business were discussed by Laurance R. Chambers, comptroller of the Horn & Hardart Co., when the Filing Association of New York met October 9th for the first meeting of the new season. Several record forms were displayed.

Preceding the meeting, Mr. and Mrs. Chambers were guests of the members for dinner at the Hotel New Yorker where the session was held.

Miss Irene McFarland, Commercial Investment Trust Co., president of the association, has announced several new committee heads to serve through this year.

Included are Miss Leta Stroben, American Locomotive Co., audit & budget; Miss Margaret Weis, Western Electric Co., editor of Folder; Miss Edith Fulton, file consultant, hospitality; Miss Meta Jonas, American Nurses Association, membership; Miss Marion Wilhelm, Gibbs & Hill, Inc., opera tickets; Miss Kathleen Denham, Vick Chemical Co., reception; Miss Edith McWilliams, publicity, and Miss Jane McCallum, Red Cross.

The current issue of The Folder, official publication of the association, makes a special plea for office workers to search files, desks, and storerooms for paper which can be salvaged.

Lauckner President of Internal Auditors

Alan Lauckner, assistant vice-president of the Central Hanover Bank & Trust Co., was elected president of the Institute of Internal Auditors for the coming year at the annual meeting held October 9th at the Hotel Roosevelt, New York.

Other officers named included Curtis T. Akisson, Ebasco Services, Inc., first vice-president; Charles J. Hill, Peoples Gas, Light & Coke Co., second vice-president; J. Ernest Laurie, Prudential Life Insurance Co., treasurer. Peter J. Buzanga, Consolidated Edison Co. of New York, Inc., was appointed secretary.

The annual meeting was a part of the Institute of Internal Auditors' third annual conference. Sessions were attended by executives prominent in industrial, banking, insurance, public utility, and accounting fields. Special interest was evidenced in a series of papers covering war contract and contract termination problems.

Mr. Lauckner succeeds William H. Garbade, assistant treasurer of the Shell Oil Co., as president of the Institute.

Commercial Controls Holds Open House

The Commercial Controls Corp., 640 Culver Road, Rochester, N. Y., held open house October 8th from 10 a.m. to 4 p.m. The invitation, which pictured Plant A of the company, extended the invitation to friends and associates. Refreshments were served.

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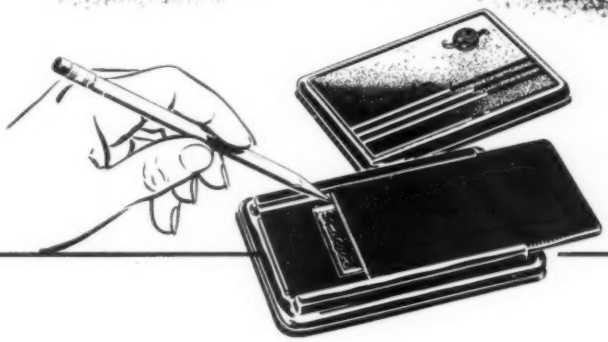

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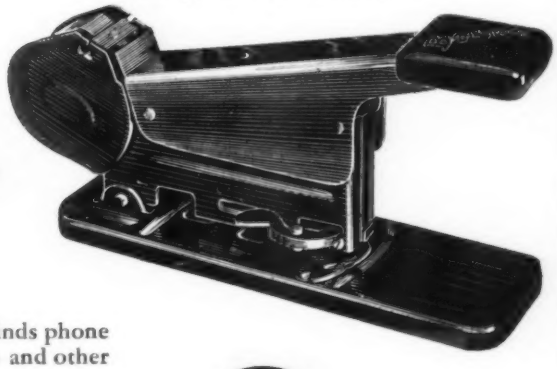

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